# FULL SAIL ONLINE 3.0

## STUDENT USER MANUAL

FULL SAIL UNIVERSITY

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# Introduction

Full Sail Online 3.0 (FSO 3.0) is Full Sail University's Learning Management System (LMS), a powerful online environment that serves as the primary means by which you participate in your online courses. FSO 3.0 provides you with a way to access your course, participate in activities, communicate with your instructor, interact with your peers, submit work, receive feedback on your work, and track your progress and achievement. This Student User Manual will walk you through the most important steps and information for navigating and using this web-based application. If you have any questions about FSO 3.0 that are not addressed in this manual, please contact FSO Support.

## FSO Support Contact Information

**Email**
fsosupport@fullsail.com

**Toll-Free Number**
877-437-6349 (8:00 a.m. to 2:00 a.m. EST, daily)

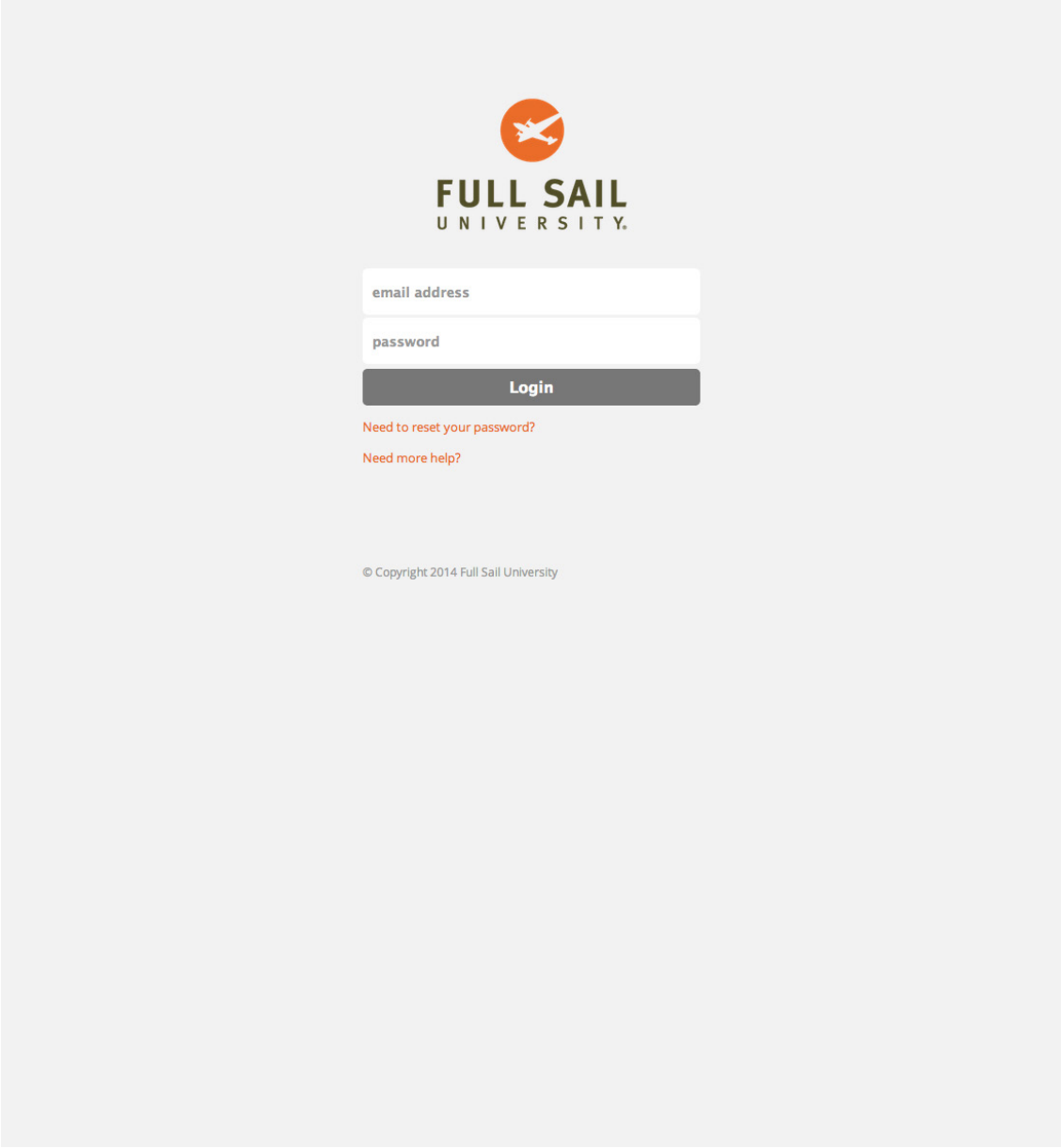
**Student Knowledge Base and Chat**
https://fso.zendesk.com/

**Full Sail University Connect Page**
https://orgsync.com/50452/chapter

Section 1

# Getting Started with FSO 3.0

This section shows you how to log in to the LMS, set up your account information, manage your account, and log out of the system.



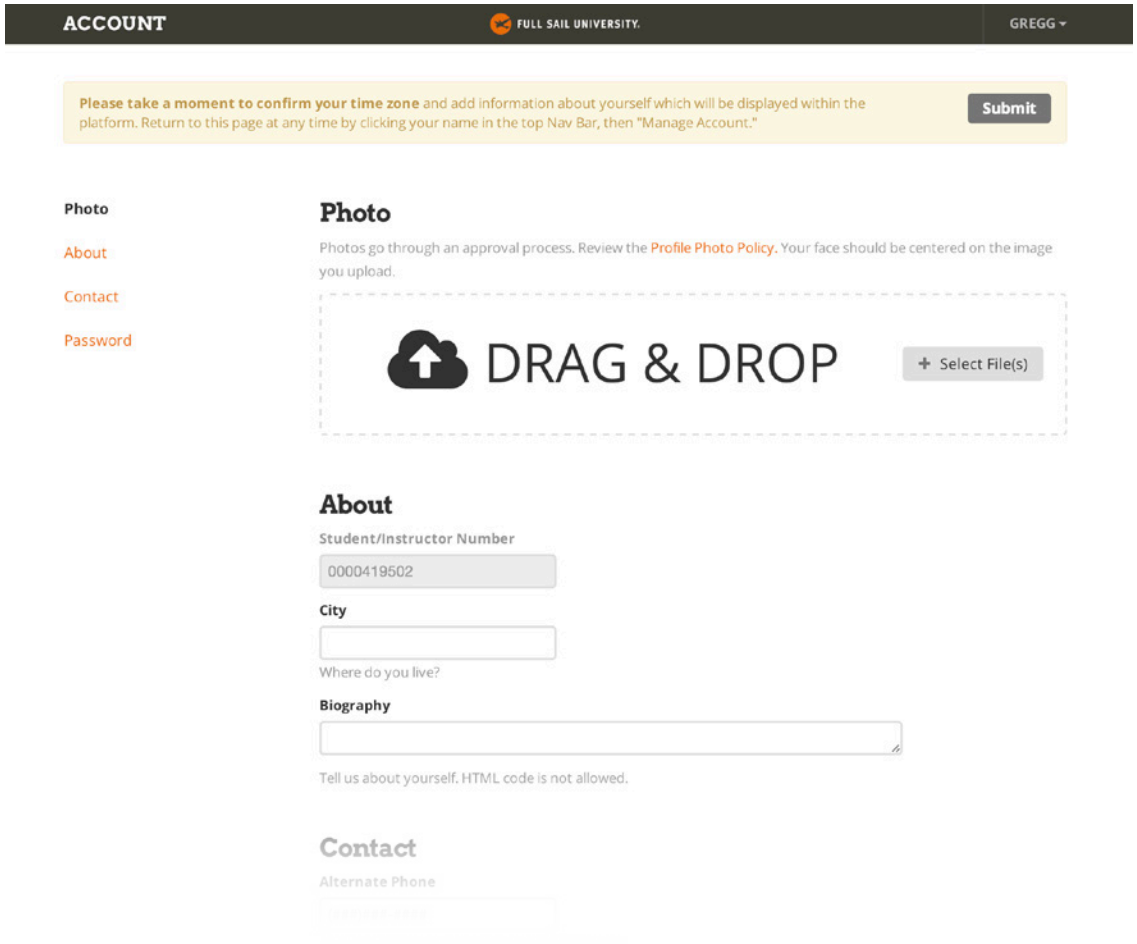

# Signing In to FSO 3.0

To access FSO 3.0, type or copy and paste the following URL into your browser's address bar:

**https://course.fso.fullsail.edu**

This will take you to the FSO 3.0 **Sign In** page. Enter your user name and password and click the **Login** button.

This will take you directly to the **My Courses** page within FSO 3.0. Here you will be able to see all of your available courses. Click on a course to view your **Activities** page.



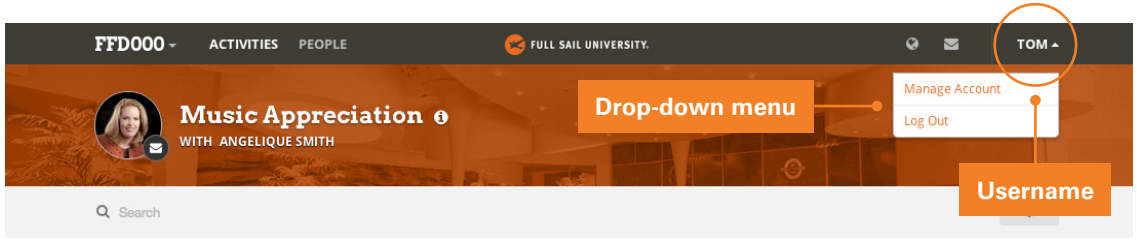

# Your Account

If you are signing in for the first time, you will be asked to provide account information. This includes:

- Profile photo (JPG, PNG, or GIF)
- City
- Biography
- Contact information

This information will be displayed to your instructor and peers within FSO 3.0.

When you have filled in all of the input fields with the appropriate information, click the **Submit** button on the top right corner of the page.

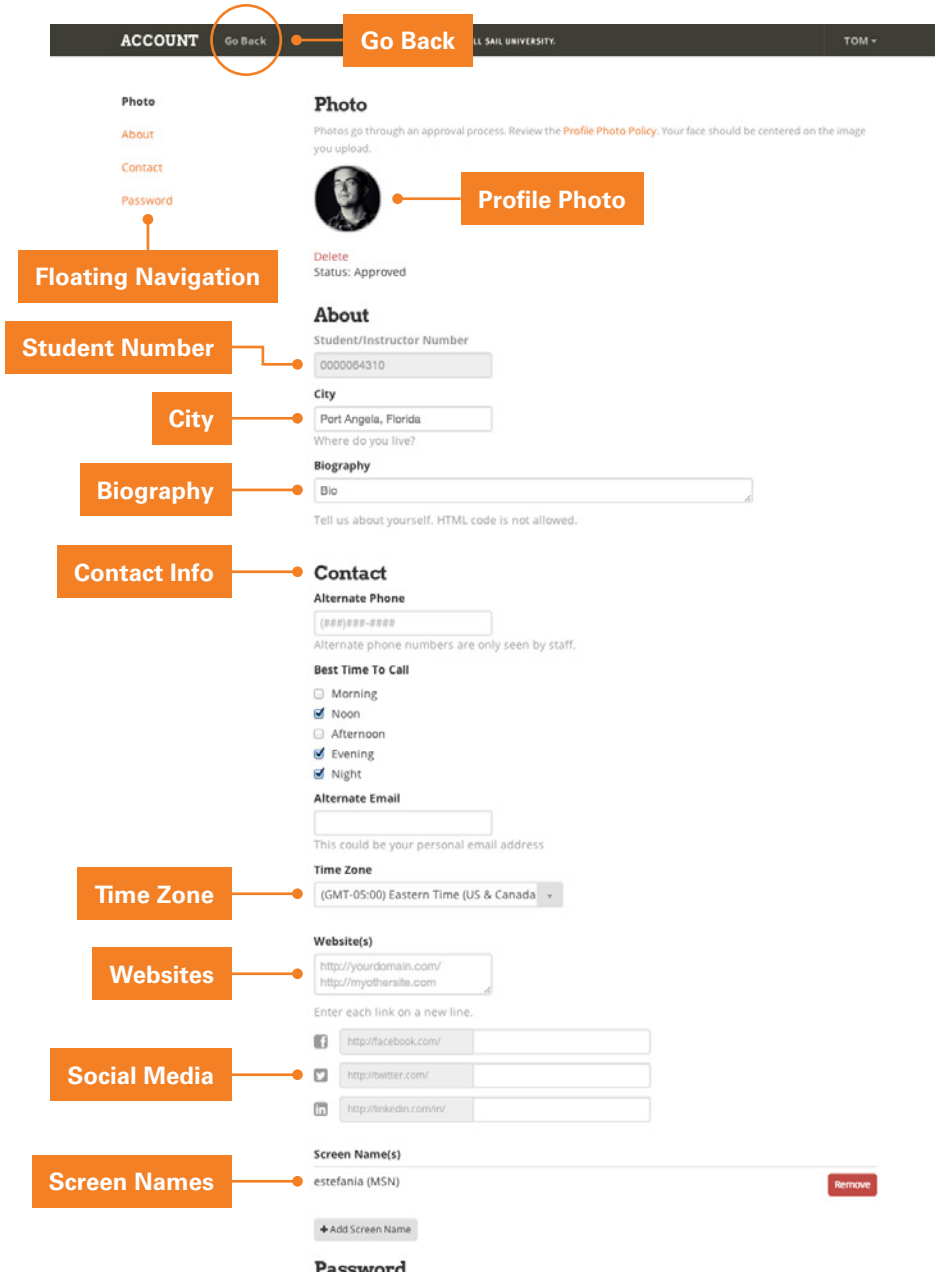



# Managing Your Account

Once you have filled out your profile, you can edit your account whenever you wish.

To edit your account, click on your **Username** within the main navigation bar. A drop-down menu will appear with the ability to **Log Out** or to **Manage Account**.

To manage your account, select **Manage Account** from the drop-down menu.




# UPDATING YOUR ACCOUNT PROFILE

When you arrive at your account, you have the ability to:

- Upload or delete your **Profile Photo** (JPG, PNG, or GIF)
- View your **Student Number**
- Update your **City**
- Input **Biography** information
- Input **Contact** information
- Select your **Time Zone**
- List **Websites**
- List **Social Media** sites
- Add **Screen Names**: To add a screen name, select the **+ Add Screen Name** button.
- Input **Additional Information**

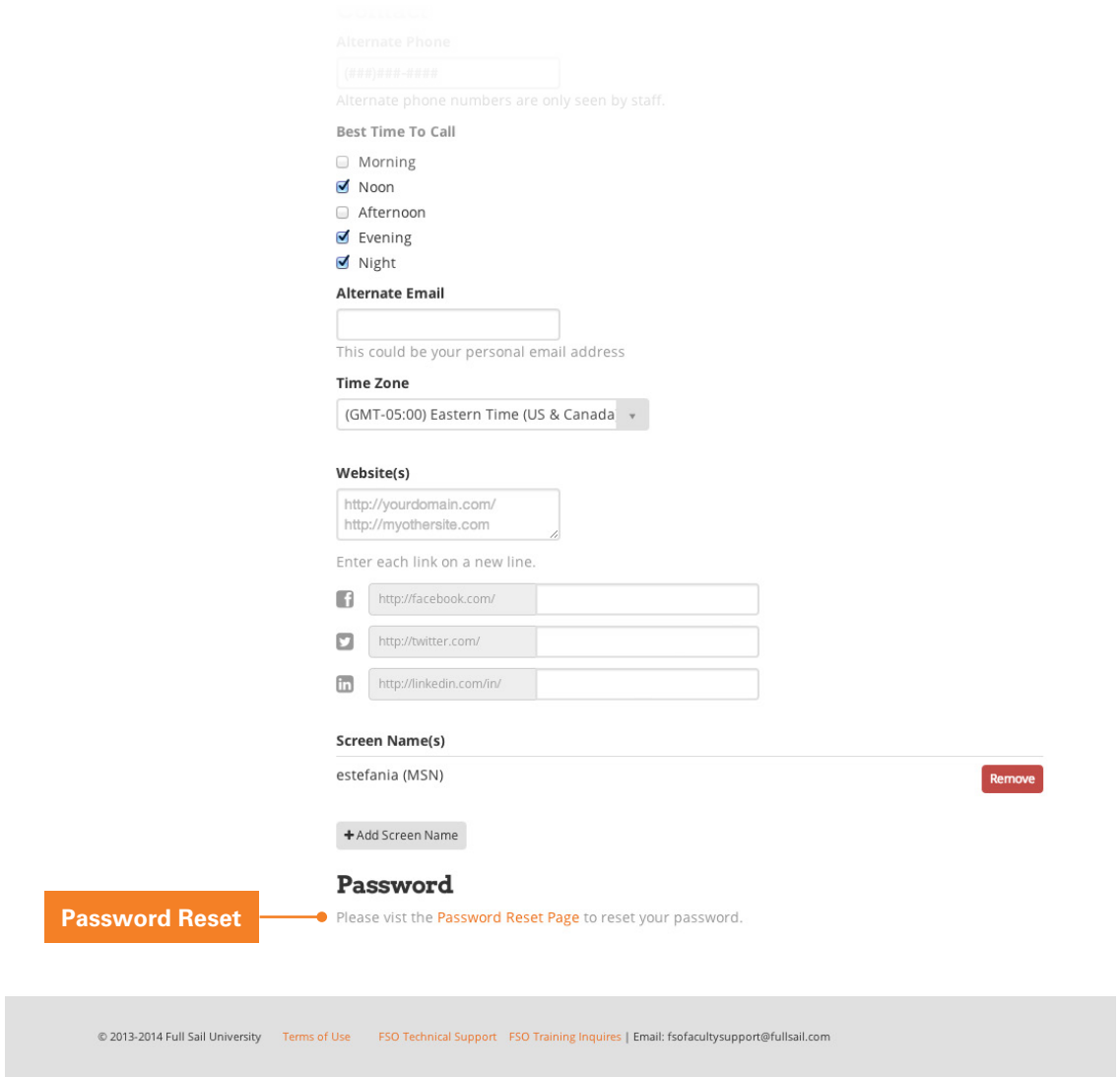
The floating navigation menu on the left side of the **Account** page provides shortcuts to sections, including:

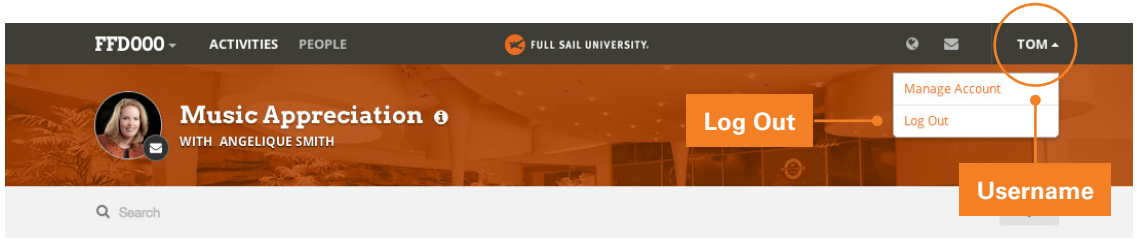
- Photo
- About
- Contact
- Password

Your changes will automatically update. When you are done updating your account, click **Go Back** at the top of the page.

# Resetting Your Password

Clicking on the **Password Reset Page** link will take you to a page that outlines the instructions for changing your password.






# Logging Out

It is recommended that you log out of FSO 3.0 every time you have completed your session.

To do so, simply click on your **Username** within the main navigation bar, and a drop-down menu will appear with the ability to **Log Out** or to **Manage Account**.

Select **Log Out**.

A new page will appear to let you know that you have successfully logged out of FSO 3.0.

Section 2

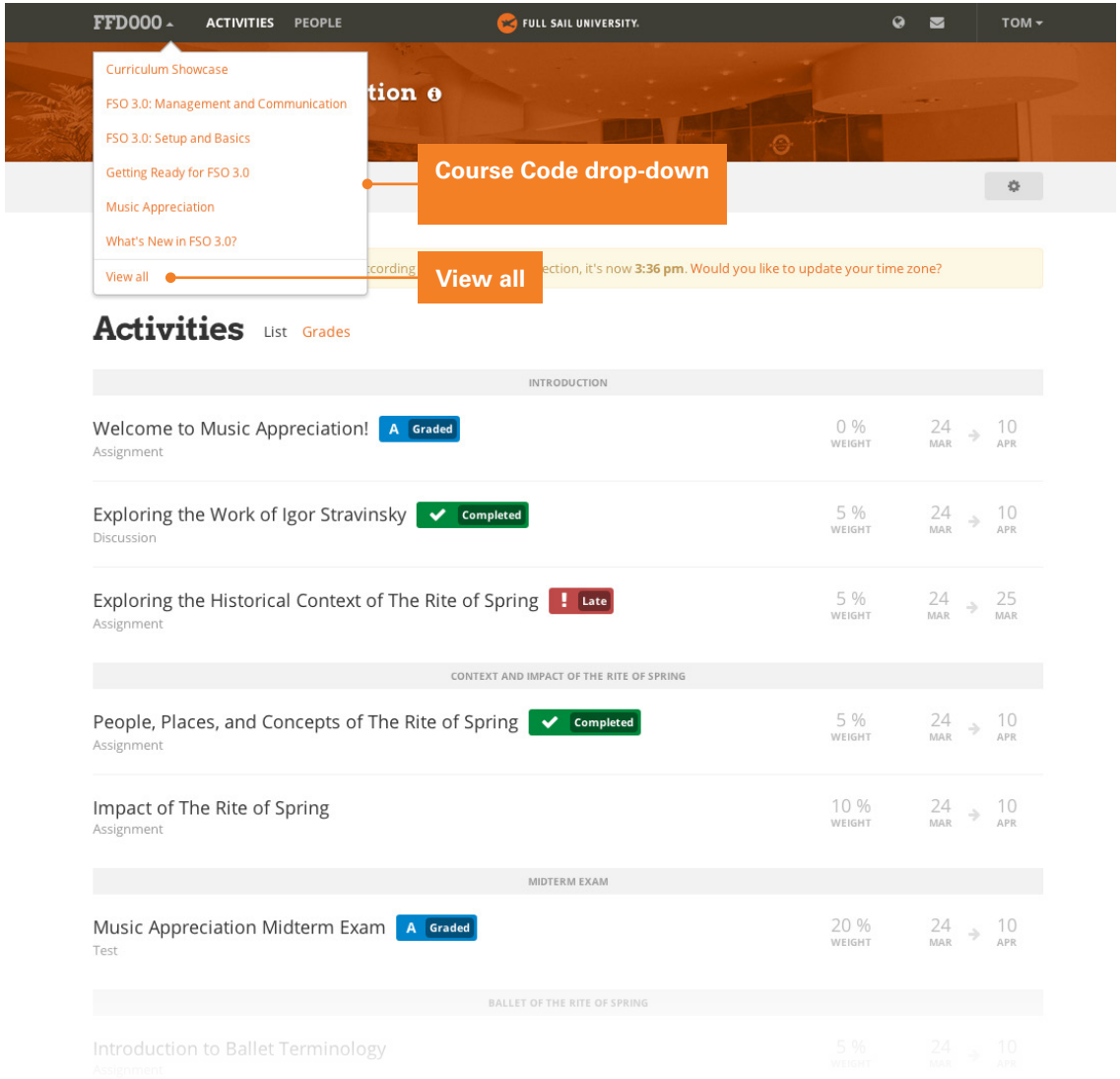
# Key Navigation Features

This section examines key navigation features within FSO 3.0, such as the main navigation bar and the sub-navigation bar. It also covers how to access information about your instructor and course using utilities in the course banner.

# Main Navigation Bar

Once you have accessed a course, you will see a bar across the top of your screen bearing the Full Sail University logo. This bar is the main navigation bar and includes:

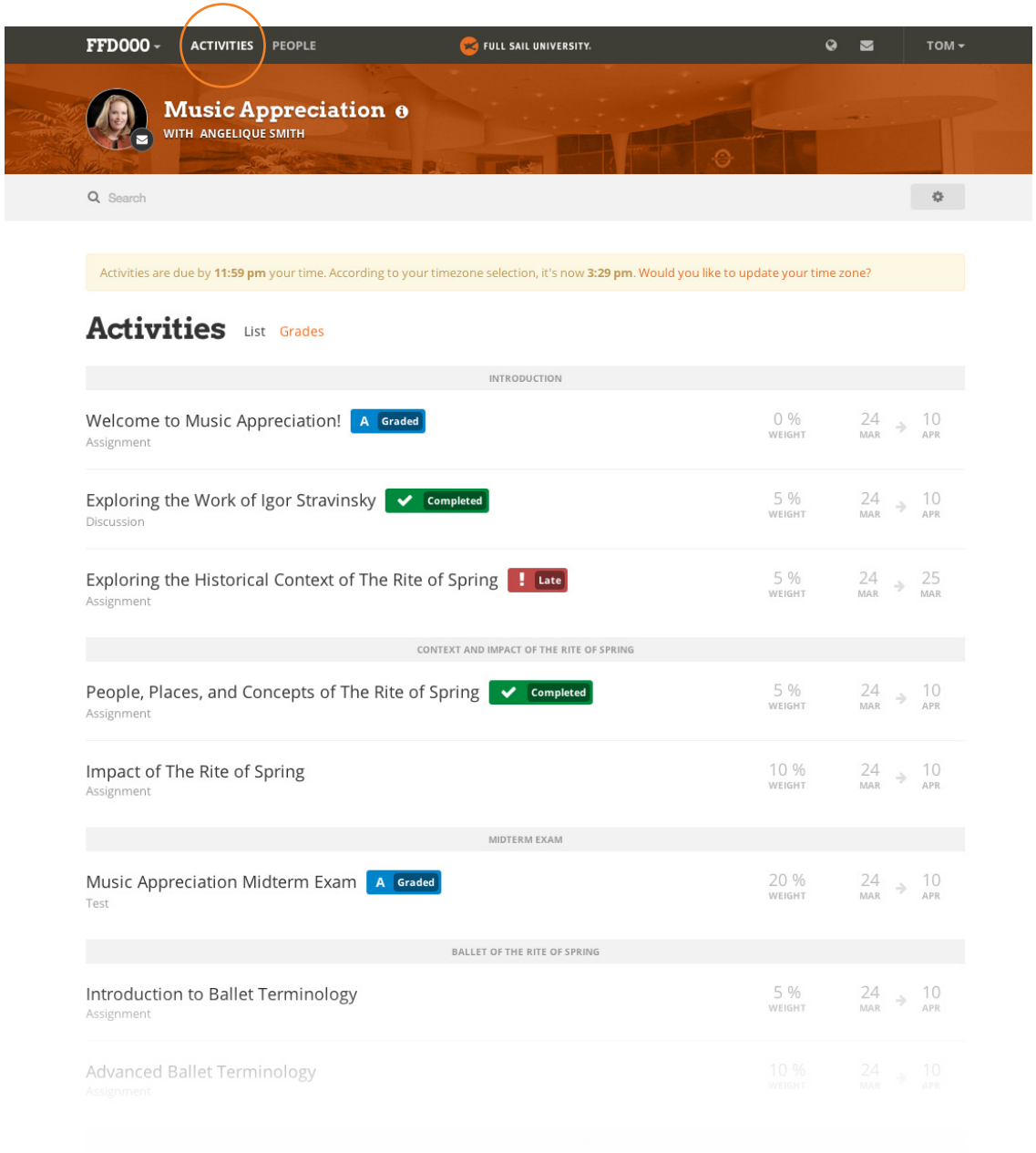
- Your current course code
- A link to **Activities**
- A link to **People**
- **Notification** and **Messages** buttons, which are covered in the Communications section of this manual
- Your username




# Course Code

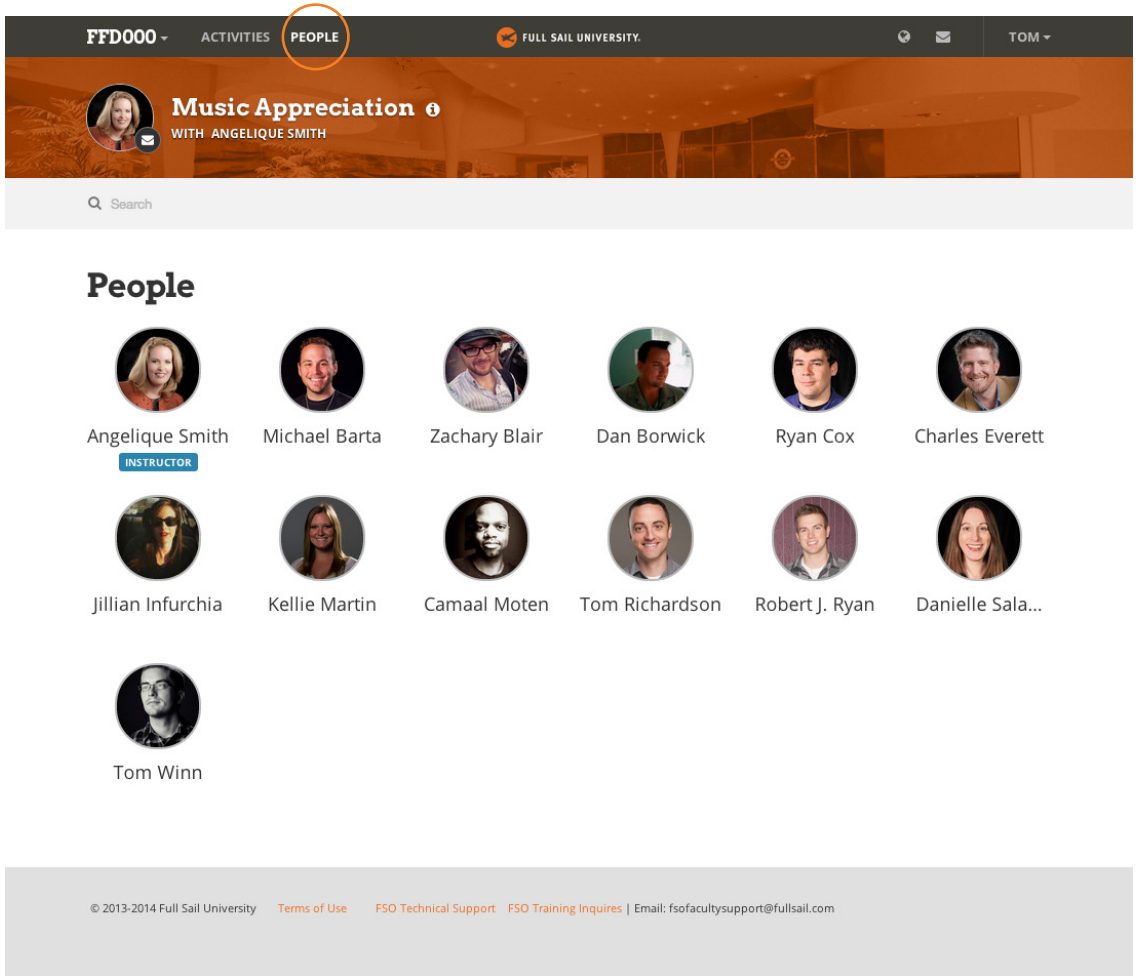
The course code drop-down menu reveals a list of your current courses and also provides the ability to view all of your available courses.

Clicking on a course from the drop-down menu will take you to that course. Clicking on **View all** will take you to the main **My Courses** page, where you are first taken when you log in to FSO 3.0.



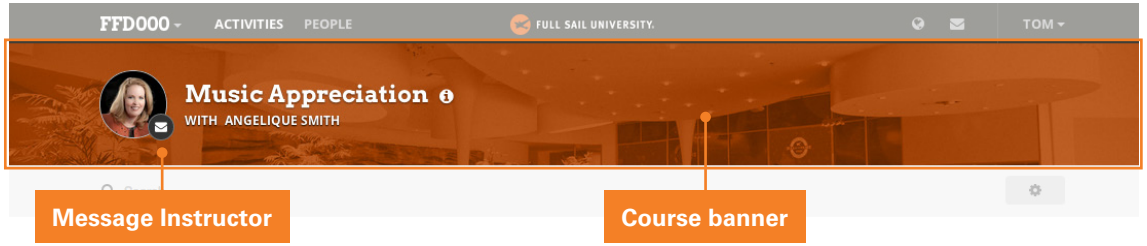

# Activities Link

The **Activities** link will take you to a list of all activities in your current course. When you access a course, you will land on the **Activities** page by default.



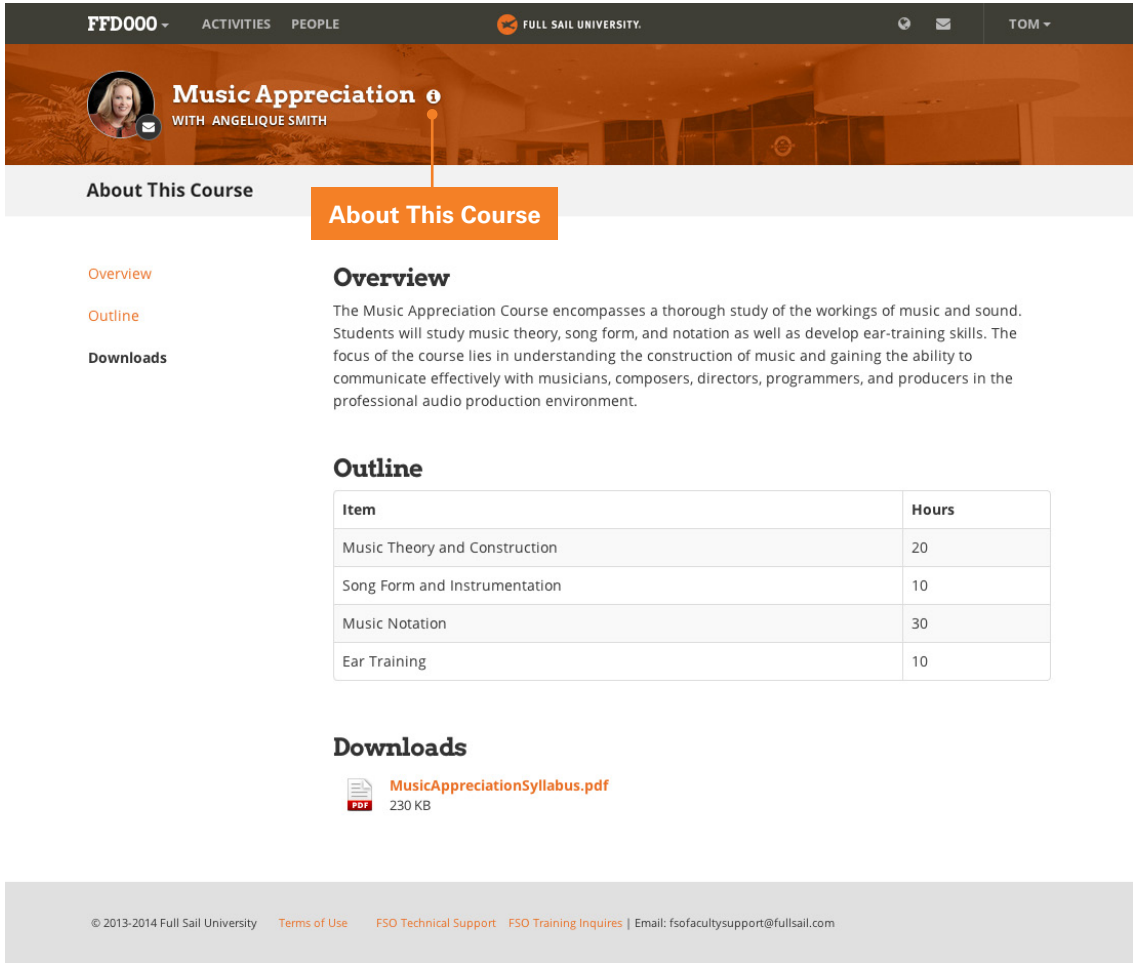

# People Link

The **People** link will take you to the course roster, which displays your instructor and peers. When you click on a peer's photo, a pop-up window appears that allows you to send a message and check out his or her profile. When you click on an instructor's photo, a pop-up window appears that allows you to send a message and access his or her contact information, office hours, bio, and social media links.




# Course Banner

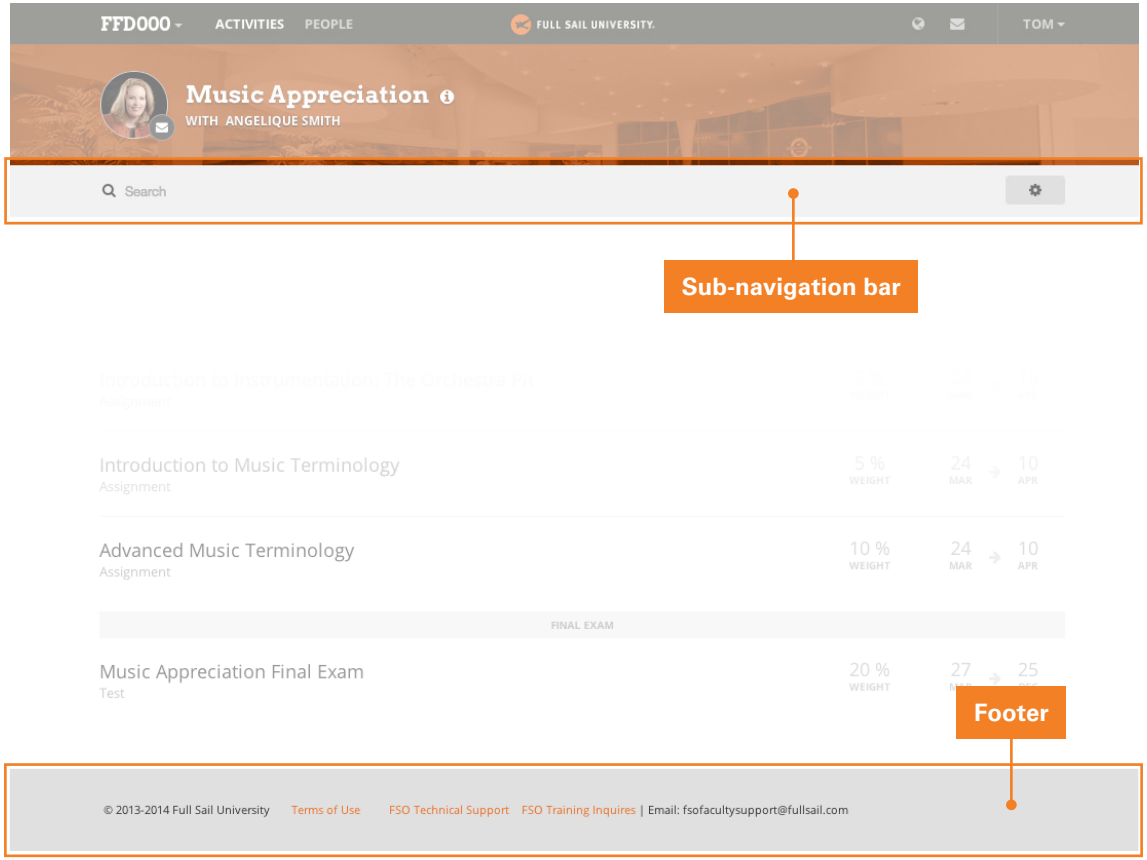
The course banner contains links to important information about your course and your instructor. The course banner includes a photo of your instructor, and a **Message Instructor** button. Clicking on the **Message Instructor** button will open a **Message** pop-up window, where you may send your instructor a message and access his or her contact information, office hours, bio, and social media.




# About This Course

Next to your instructor's photo, you will see the course name, and below that, your instructor's name. There will also be a small information icon that will route you to the **About This Course** page.

The **About This Course** page displays the course overview and course outline and offers any reference materials your instructor has provided for download.




# Sub-Navigation Bar and Footer

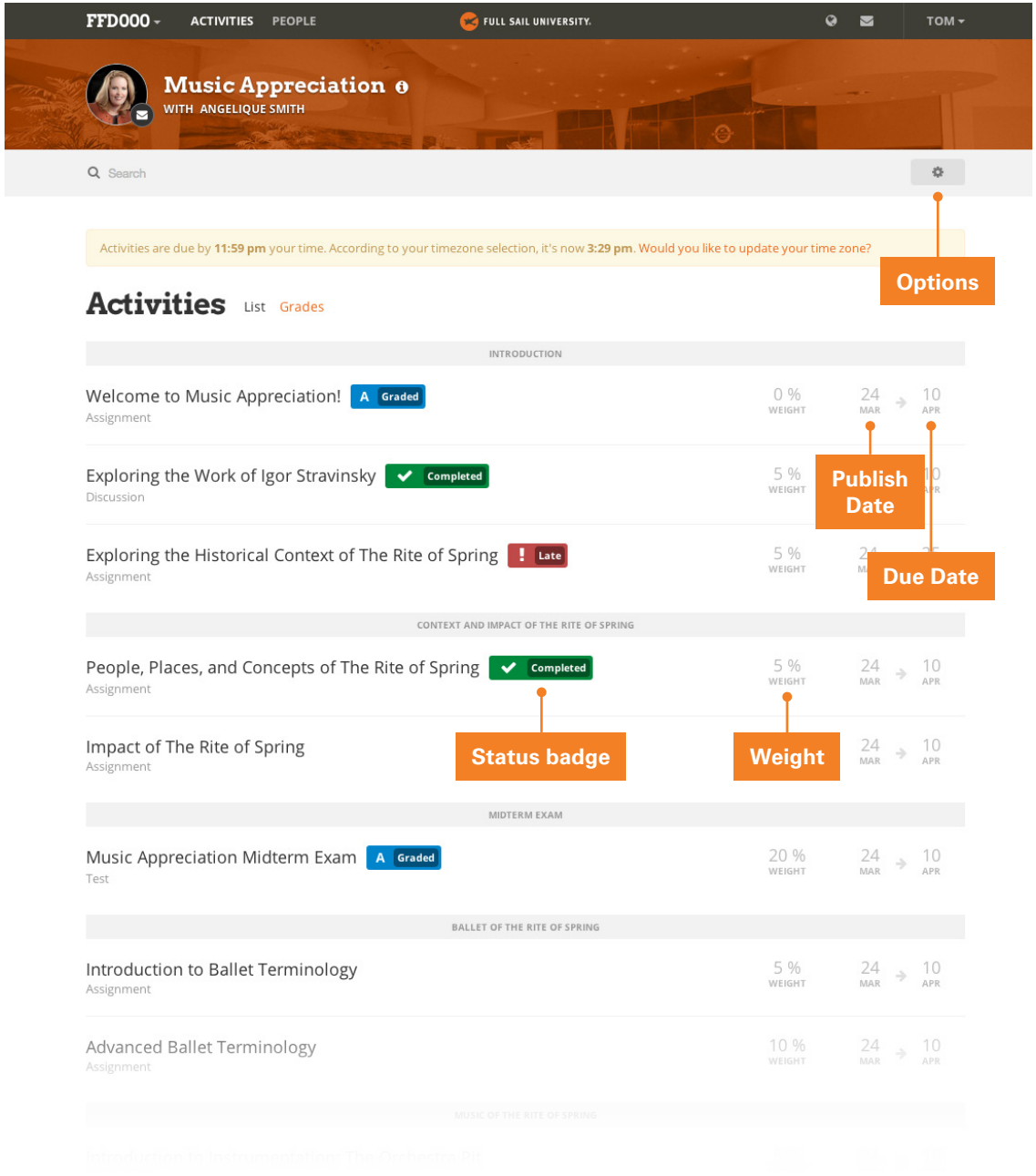
The gray bar beneath the course banner is the sub-navigation bar. The content of this bar changes depending on the page displayed. It may include search tools, filtering options, or other tools or menus.

At the bottom of each page, you will see a footer. The footer contains a link to the terms of use, important links, and contact information.

Section 3

# Activities

This section explores how to interact with each available activity type within FSO 3.0. These include assignments, discussions, and tests.




# Types of Activities

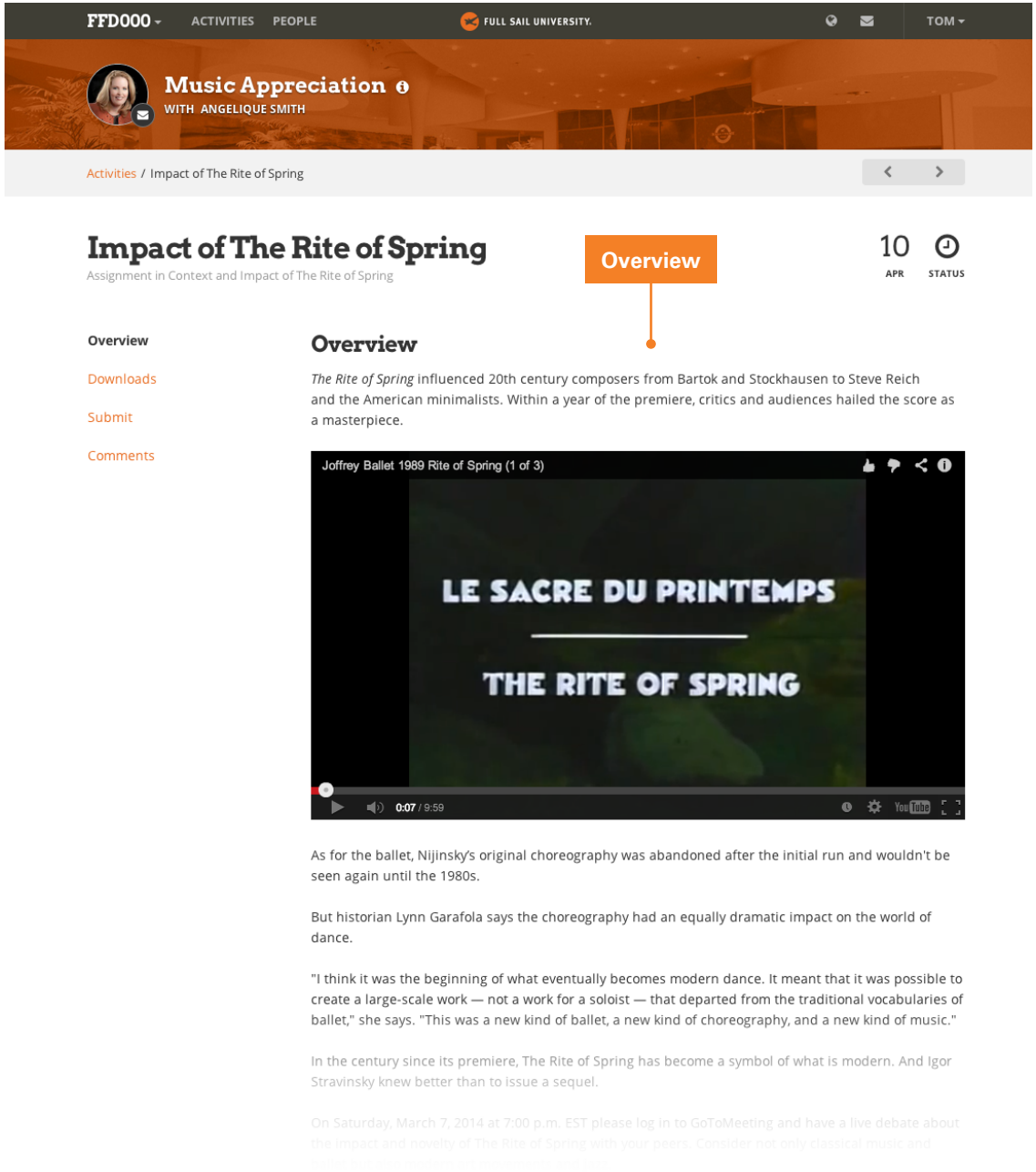
There are three types of activities within FSO 3.0: assignments, discussions, and tests. Activities are listed on the **Main Activities** page for your course. On this page, you have access to:

- A list of activities in the course
- Activity status badges
- Activity weights
- Publish and due dates

By default, your instructor sets the order in which activities appear in this list. However, you have the ability to filter your activity list using the search bar or by clicking the **Options** button and selecting to filter your activities by a filter option: All, Complete, or Incomplete.

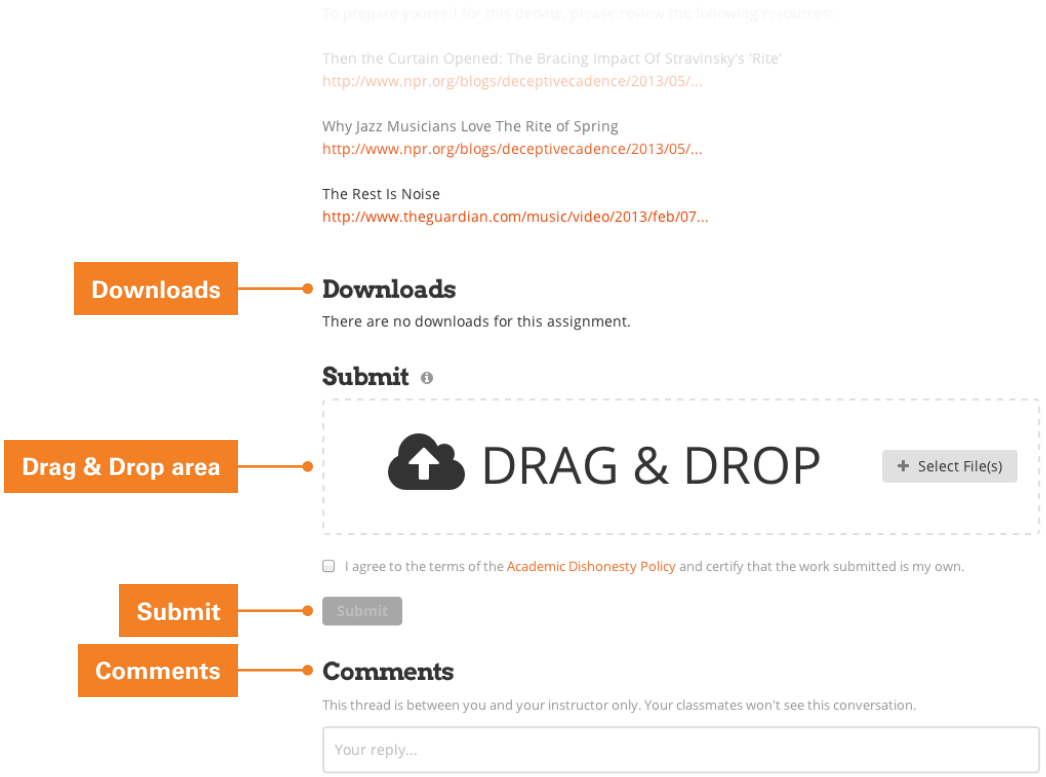
## TIP

You also have the ability to export an ICS file of all of your activities' publish and due dates by choosing **Export to Calendar** from the **Options** drop-down menu. The ICS file will save to the default downloads folder designated by your web browser.




# Assignments

In an assignment, the **Overview** section provides instructions for completing your work and may also include videos or other media to review. Your instructor will place any files you need to download to complete your assignment in the **Downloads** section.



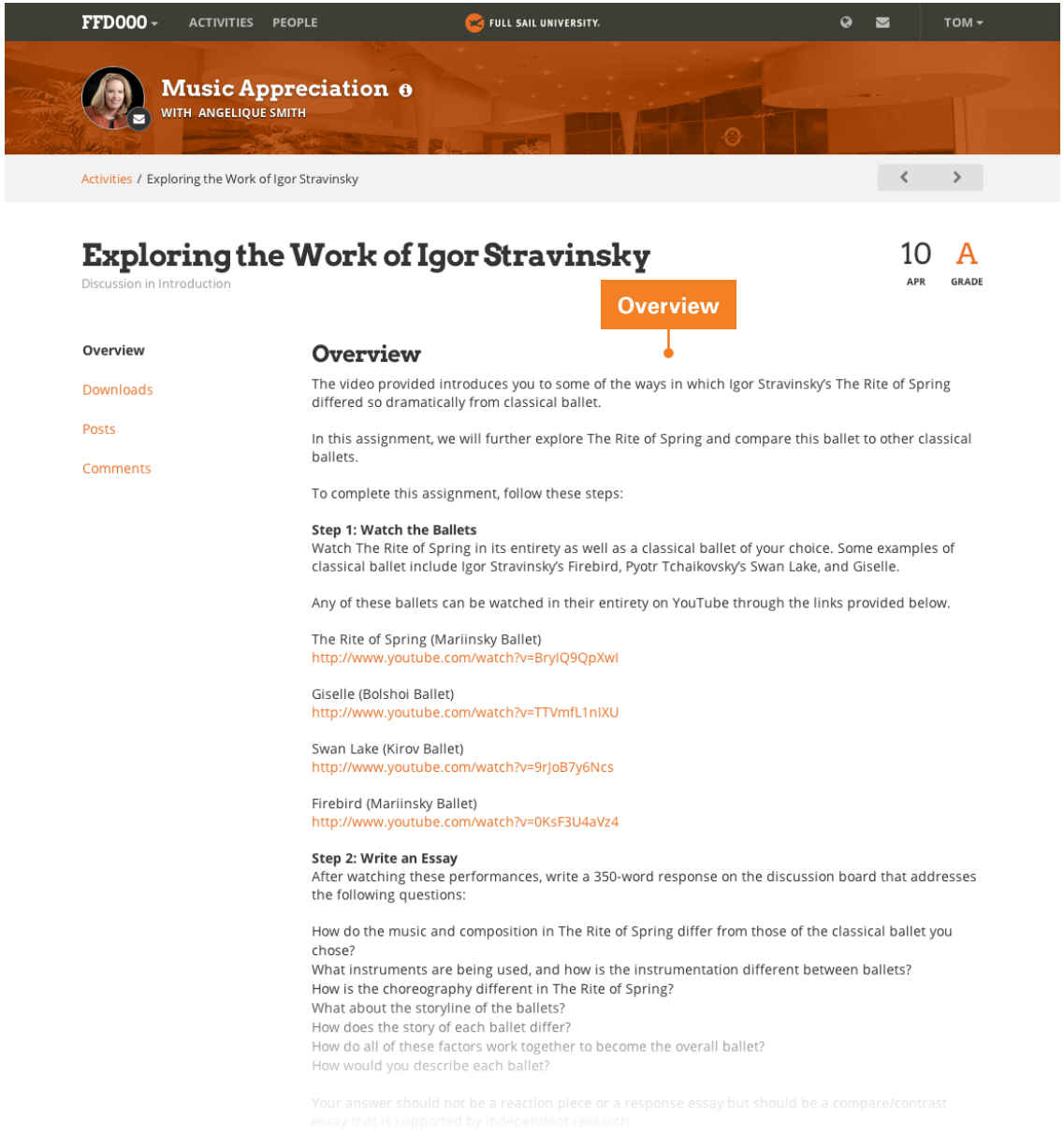

## SUBMITTING AN ASSIGNMENT

If an assignment does not require you to submit any files to complete your activity, you will see a button that reads "I've completed this activity" in the **Submit** section. Click this button to finish the assignment.

If a file needs to be submitted to complete the assignment, you will see a **Drag & Drop** area for providing your file. You can drag and drop your files to the **Drag & Drop** area or click the **Select Files** button to navigate to the file on your computer (*see* Appendix: Supported File Types for file types that may be submitted to FSO 3.0). Check the box beneath the files area to agree to the terms of the Academic Dishonesty Policy and then click **Submit** to finish your assignment.

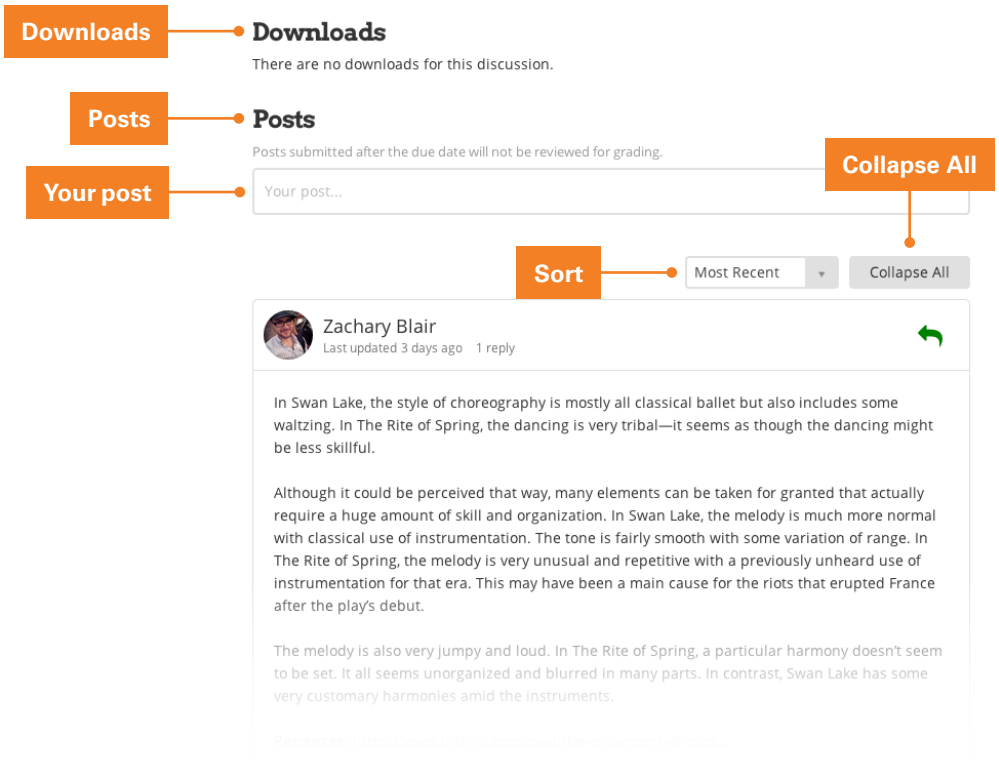
At the bottom of the assignment page, you will see a **Comments** section. This section is for private communication that specifically pertains to the assignment between you and your instructor. Each activity in the course has its own comments section, and your peers will not be able to see these comments.

Use the **Comments** section to ask your instructor questions, seek clarification, discuss your progress, or provide general comments or ideas you have about the assignment.




# Discussions

In a discussion, the **Overview** section provides instructions for completing the discussion. It may also include videos or other media for your review. Your instructor will place any files you need to download to complete the discussion in the **Downloads** section.




## DISCUSSION POSTS

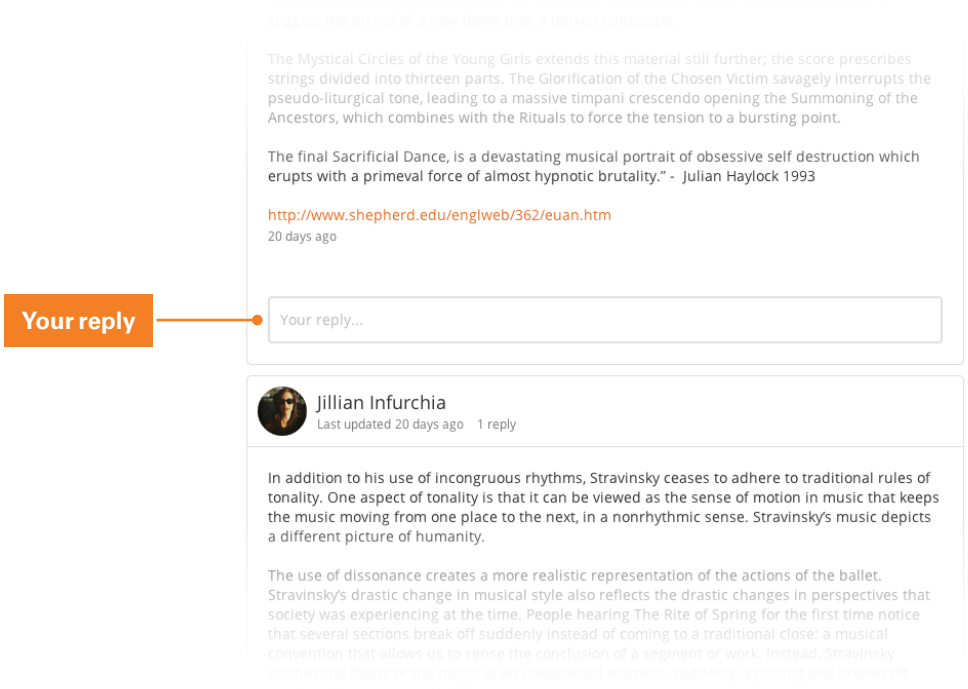
The **Posts** section contains all of the threads and comments in a discussion. Click in the "Your post..." field to compose a post, and a new thread will be created in the discussion. Create your initial post in response to your instructor's instructions for the discussion in this way.

To sort posts, click the **Sort** drop-down arrow. This menu allows you to sort the posts on the basis of Most Recent or Most Replies.

Clicking the **Collapse All** button minimizes all posts within a thread. Clicking on a collapsed post expands it.

### BEST PRACTICE

While you are composing your post, it is recommended to work in a separate text application and then paste your content into the "Your post..." field. If you compose your post directly in the web-based editor, your content could inadvertently be lost if the page reloads.




## INTERACTING WITH A DISCUSSION POST

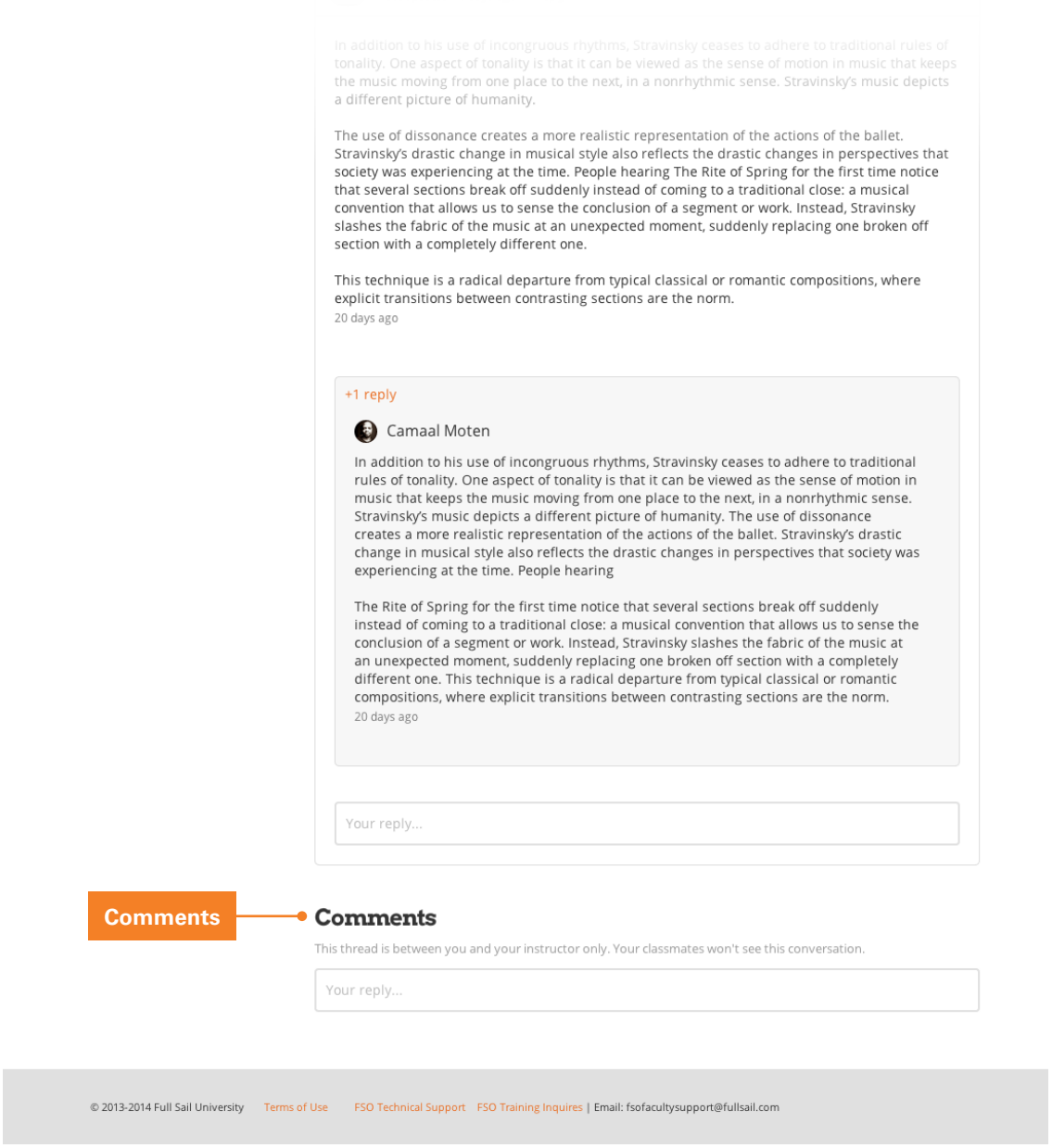
You can reply to your peers' posts by clicking in the "Your reply..." field.

To edit a post within a discussion:

1. Click the **Edit** button below the post's text.
2. Edit the existing text within the input field.
3. Click the **Update** button to update your post or the **Cancel** button to retract your edit.
4. Once you have updated your post, a statement will appear under the time stamp that reads, *"The author edited this post."*

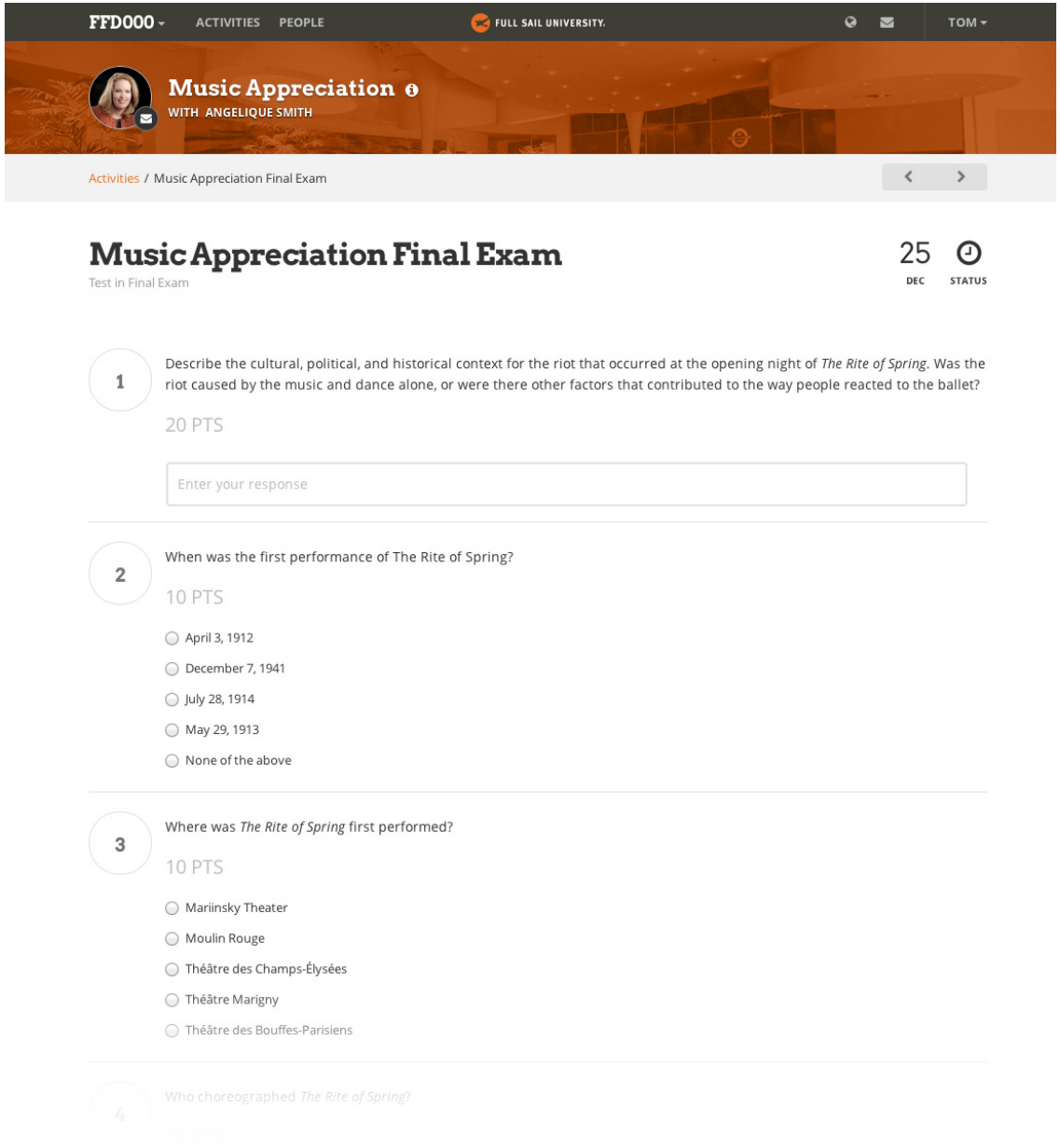
### TIP

A check-mark icon will be visible alongside posts and replies submitted by you. This will assist in identifying your interactions at a glance.




## COMMENTS SECTION

At the bottom of a discussion page, you will see a **Comments** section. This section is for private communication between you and your instructor regarding the particular discussion. This thread will not be visible to your peers.




# Tests

Tests can be composed of multiple-choice or open-ended questions. For multiple-choice questions, select the best option from the ones provided.

For open-ended questions, click in the "Enter your response" field to provide an answer to the question. This field provides options to format your response and embed media as needed (*see* Appendix: Supported File Types).

After you have completed a test, you will be able to view your grade once your instructor evaluates all of your open-ended responses. You will not be able to review the test until after the due date has passed, as other students may not have completed it yet.

Section 4

# FSO 3.0 Text Editor

In this section, you will learn how to format text, add graphic elements, and embed media using the FSO 3.0 Text Editor. The Text Editor is available for your use within your discussion posts and replies, test responses, comments, and messages.

# Introduction to the FSO 3.0 Text Editor

The FSO 3.0 Text Editor provides the ability to format text, add graphic elements, and embed media within your discussion posts and replies, test responses, comments, messages, or wherever the Text Editor feature is available within FSO 3.0. Most of these features will be familiar to you, as they are commonly used in word-processing applications.

The following formatting styles, graphic elements, and media options are available within the FSO 3.0 Text Editor:

**Paragraph Styles**

- Normal Text
- Quote
- Code
- Heading

**Character Styles**

- Bold
- Italic
- Strikethrough
- Underline
- Background Color
- Font Color

**Text Alignment Styles**

- Left Align
- Center Align
- Right Align
- Justify

**List Styles**

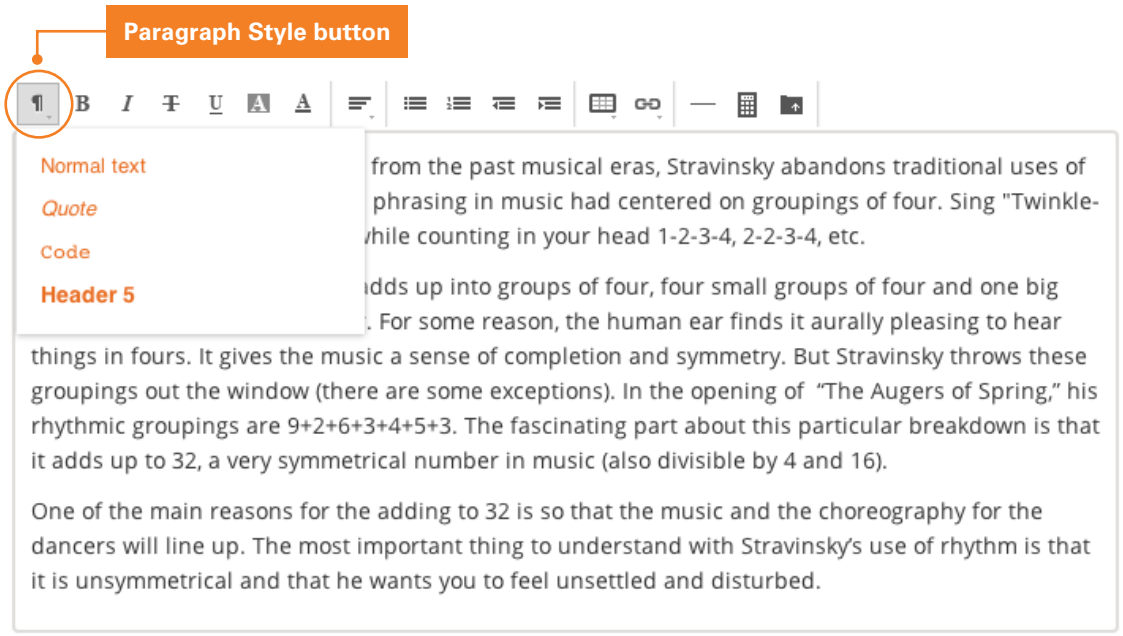
- Numbered List
- Bulleted List

**Available Graphic Elements**

- Table
- Horizontal Rule
- Properly Formatted Math Formula

**Embed Media Options**

- Link
- Video
- Image




# Formatting Options

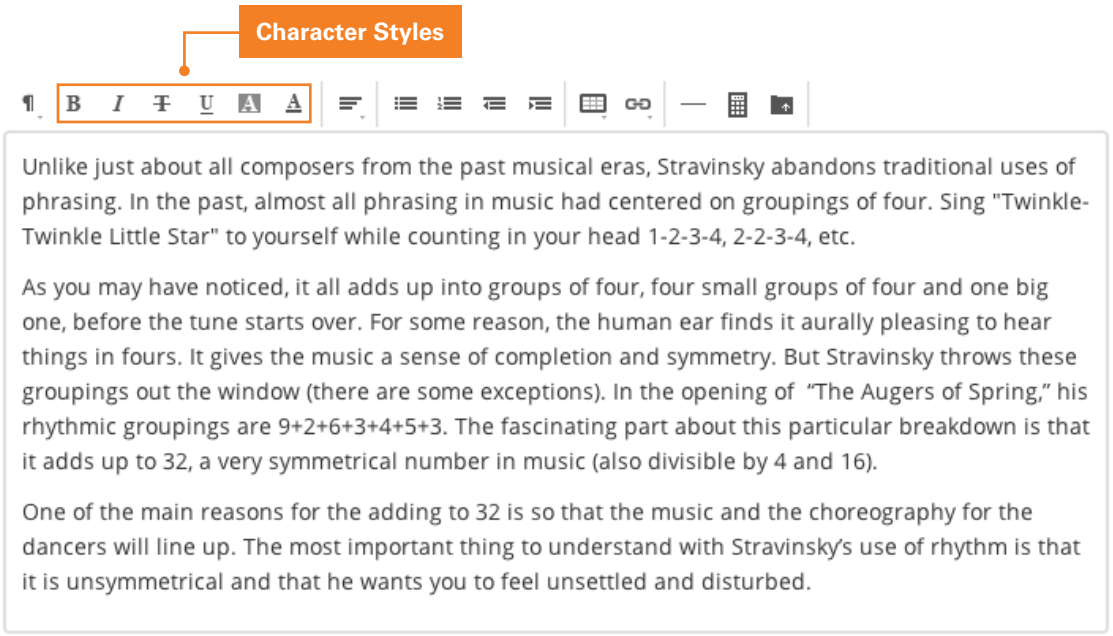
This section provides an overview of the text-formatting options that are available when using the Text Editor.

## PARAGRAPH STYLES

Paragraph styles are paragraph-formatting characteristics that are named and stored within FSO 3.0. To apply a paragraph style, select the text you wish to format within the Text Editor and click the **Paragraph Style** button, then select the paragraph style of your choice. Doing this will apply the preset formatting characteristics to your selection.

The available paragraph styles include:

- Normal Text
- Quote
- Code
- Heading




## CHARACTER STYLES

Characters styles are named and stored character-formatting characteristics within FSO 3.0. You can select text within the Text Editor and choose a character style to apply all of the preset formatting characteristics to your selected text.

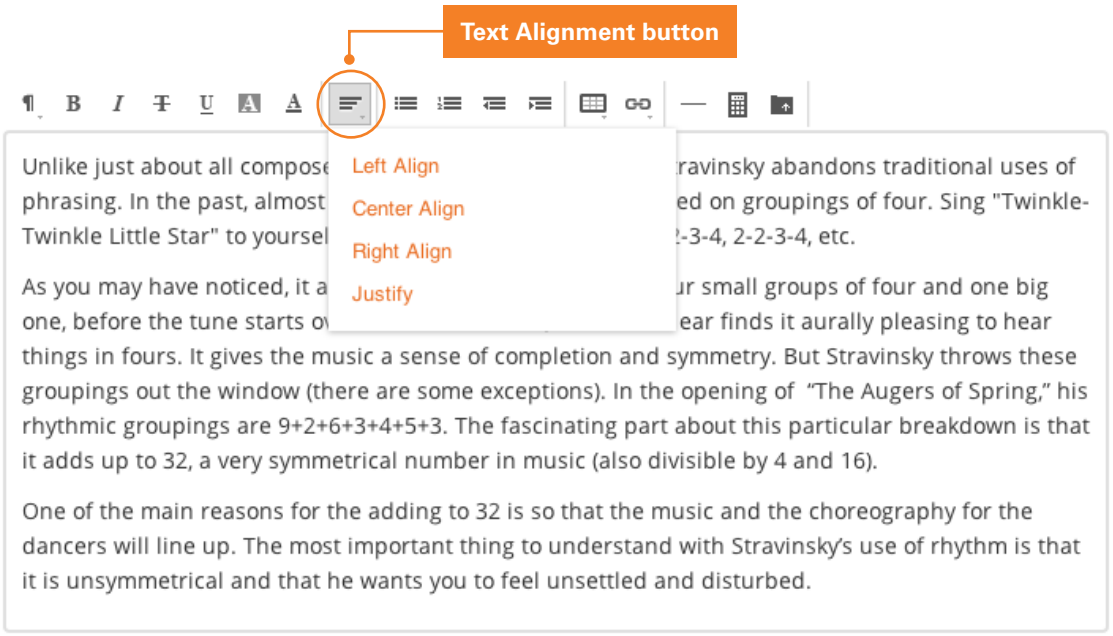
The available character styles include:

- Bold
- Italic
- Strikethrough
- Underline
- Background Color
- Font Color

Individual buttons are available in the Text Editor for each of these styles.

### TIP

The **Background Color** character style will highlight your selected text in the color of your choice.



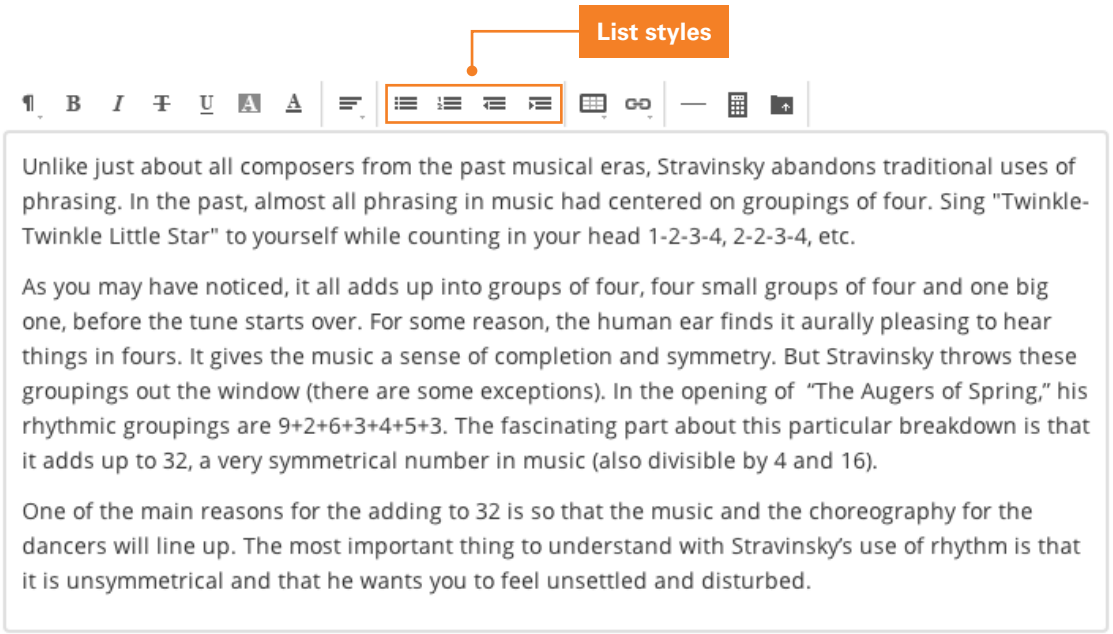

## TEXT ALIGNMENT

You can select text or media within the Text Editor and choose which alignment you would like to apply to it.

The text-alignment options include:

- Left Align
- Center Align
- Right Align
- Justify

To change the text alignment, select the text or media you wish to format within the Text Editor. Click the **Text Alignment** button and select your preferred alignment from the drop-down menu.




## LIST STYLES

List styles are named and stored list characteristics within FSO 3.0. You can select text within the Text Editor and choose a list style to apply all of the preset formatting characteristics to your selected text.

The available list styles include:

- Numbered List
- Bulleted List

To apply a list style, select the text you wish to format within the Text Editor and click the respective **List Style** button. Individual buttons appear for the **Numbered List** and the **Bulleted List** styles.

The Text Editor also offers the ability to adjust the indent levels of your lists. Once a list item is created and formatted using a list style, use the **Increase Indent** button to increase the indent level of your text (move your list item to the right), and use the **Decrease Indent** button to decrease the indent level of your text (move your list item to the left).

# Embedding Graphic Elements

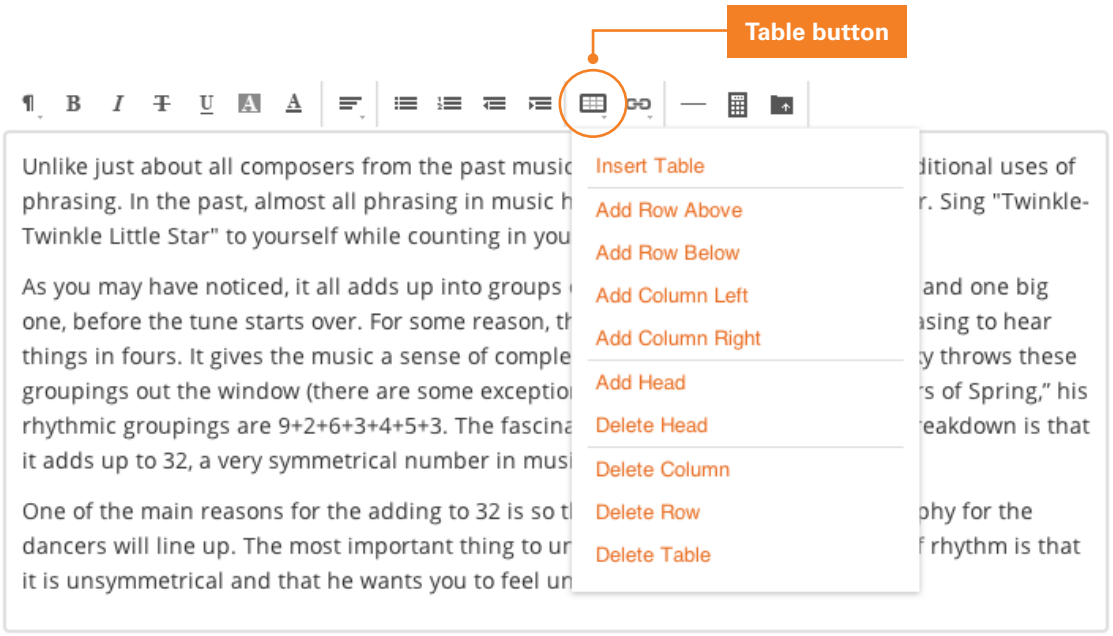
Graphic elements can be embedded wherever the Text Editor feature is available within FSO 3.0.

You have the ability to embed the following graphic elements:

- Tables
- Horizontal Rules
- Properly Formatted Math Formulas Supported by MathJax

**NOTE**

You can also embed media (links, images, and video). This process is explored in the Embedding Media area within this section.




## TABLES

Tables allow you to organize data and illustrate information in a simple and effective way.

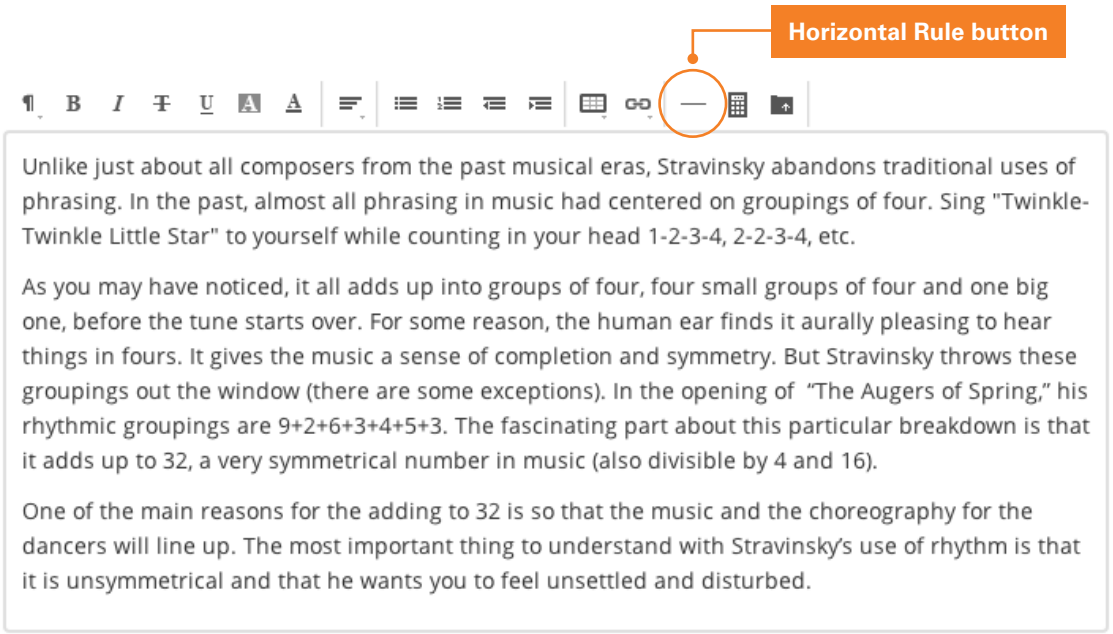
To insert a table, place your mouse cursor at the desired location within the Text Editor, then click the **Table** button. Select **Insert Table** from the drop-down menu.

You will then be requested to input the number of columns and rows.

After your table is initially created, you can use the **Table** button to modify your table in the following ways:

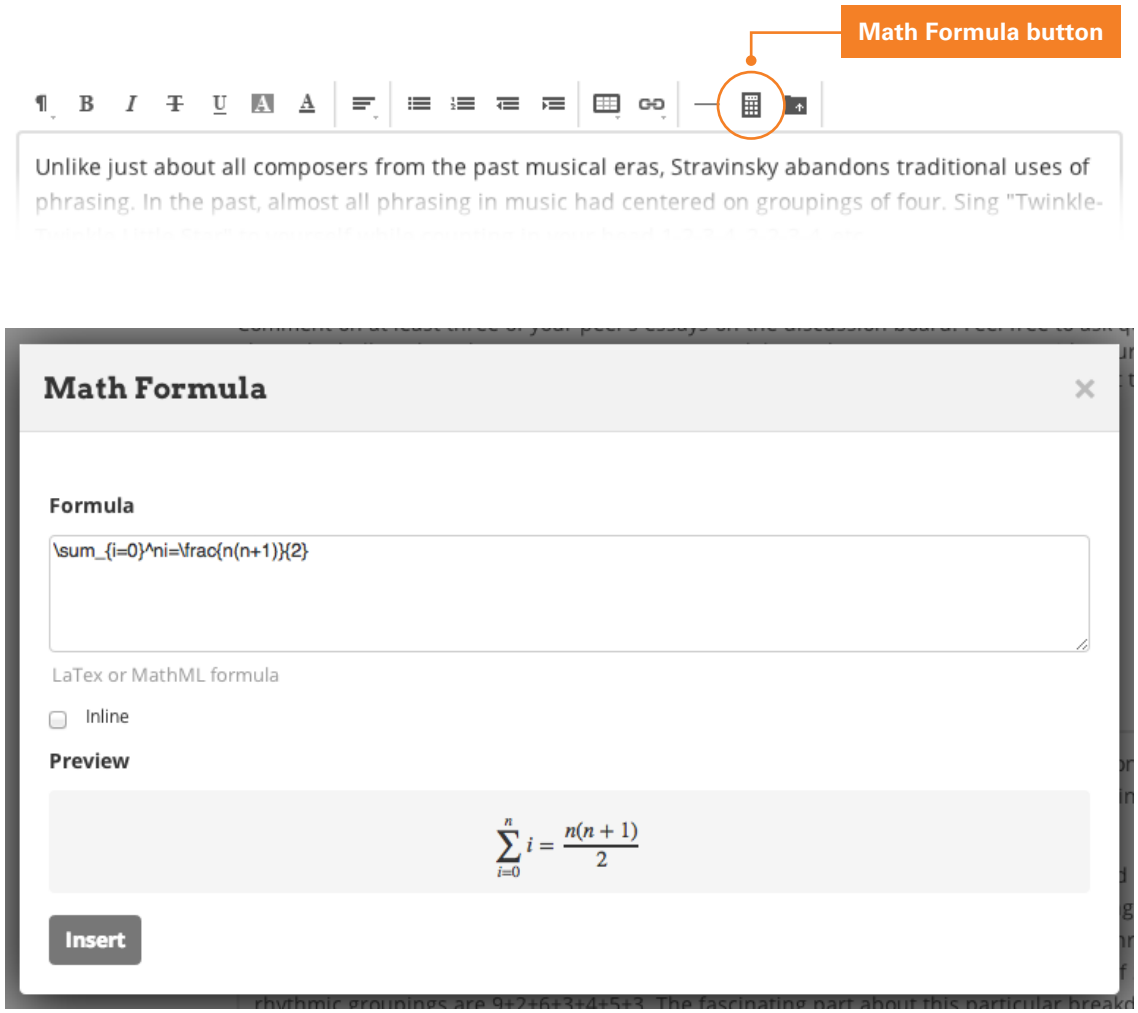
- Add Row Above
- Add Row Below
- Add Column Left
- Add Column Right
- Add Head
- Delete Head
- Delete Column
- Delete Row
- Delete Table

A table may also be removed by simply placing your mouse cursor after the table and using the **Delete** or **Backspace** key on your keyboard.




## HORIZONTAL RULES

A horizontal rule is a horizontal line that allows you to visually break up different sections of text. To insert a horizontal rule, place your mouse cursor in the desired location within your text and click the **Horizontal Rule** button.




## MATH FORMULAS

FSO 3.0 supports MathJax.

The **Math Formula** button provides the ability to accurately represent fractions, rational expressions, polynomials, integrals, summations, limits, radicals, and matrices using LaTeX or MathML code.

To insert a MathJax formula, place your mouse cursor in the desired location within your text and click the **Math Formula** button. Type or copy and paste the LaTeX or MathML formula into the **Formula** input field.

The **Preview** section will display how the equation will appear. For more information, FSO Support recommends the following resources:

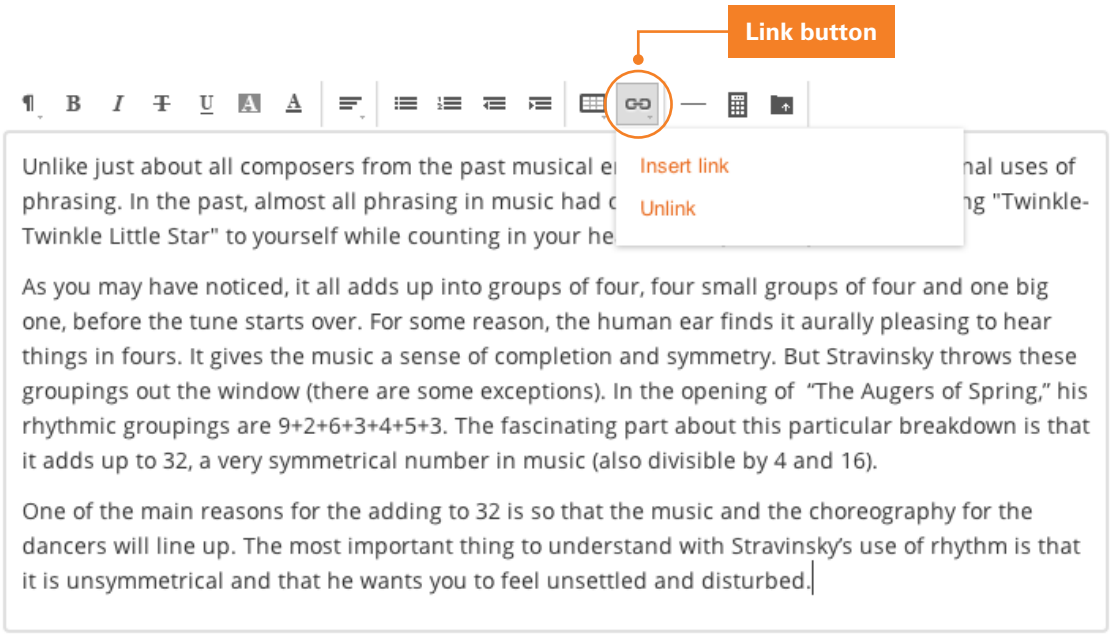
- For an example of formulas, including the MathML Code, and TeX Commands: http://www.mathjax.org/demos/tex-samples/
- For an example of LaTeX Symbols: http://estudijas.lu.lv/pluginfile.php/14809/mod_page/content/12/instrukcijas/matematika_moodle/LaTeX_Symbols.pdf

# Embedding Media

Media can be embedded wherever the Text Editor feature is available within FSO 3.0.

You have the ability to embed the following media:

- Links
- Videos and images locally stored
- Videos and images hosted on a third-party website




## LINKS

Links allow readers to easily access websites directly from FSO 3.0. Links can be used for supporting material, reference sites, external resources, and files.

Be sure to provide links to websites that are educational, useful, meaningful, valuable, and college level.

The **Link** button in the Text Editor is used to insert or remove a link.

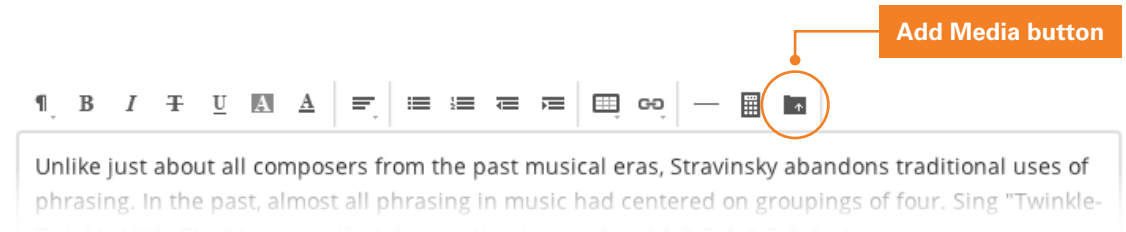
To create a link, highlight the desired text, click the **Link** button, and select **Insert link**. The link pop-up window will appear.

In the pop-up window, select the link type and paste your link into the relevant **URL** or **Email** field. The **Text** field indicates what text will be displayed as the link.

To remove an active link, highlight the link, click the **Link** button, and select **Unlink**.

### TIP

Select the **Open link in new tab** check box to prevent your instructor and peers from navigating out of their working FSO 3.0 window.



## IMAGES

Images can be embedded wherever the Text Editor feature is available in FSO 3.0 (*see* Appendix: Supported File Types). Images should be used to illustrate a concept and/or visualize information.

There are two ways to embed images using the Text Editor:

1. Embed uploaded images
2. Embed images hosted on external websites

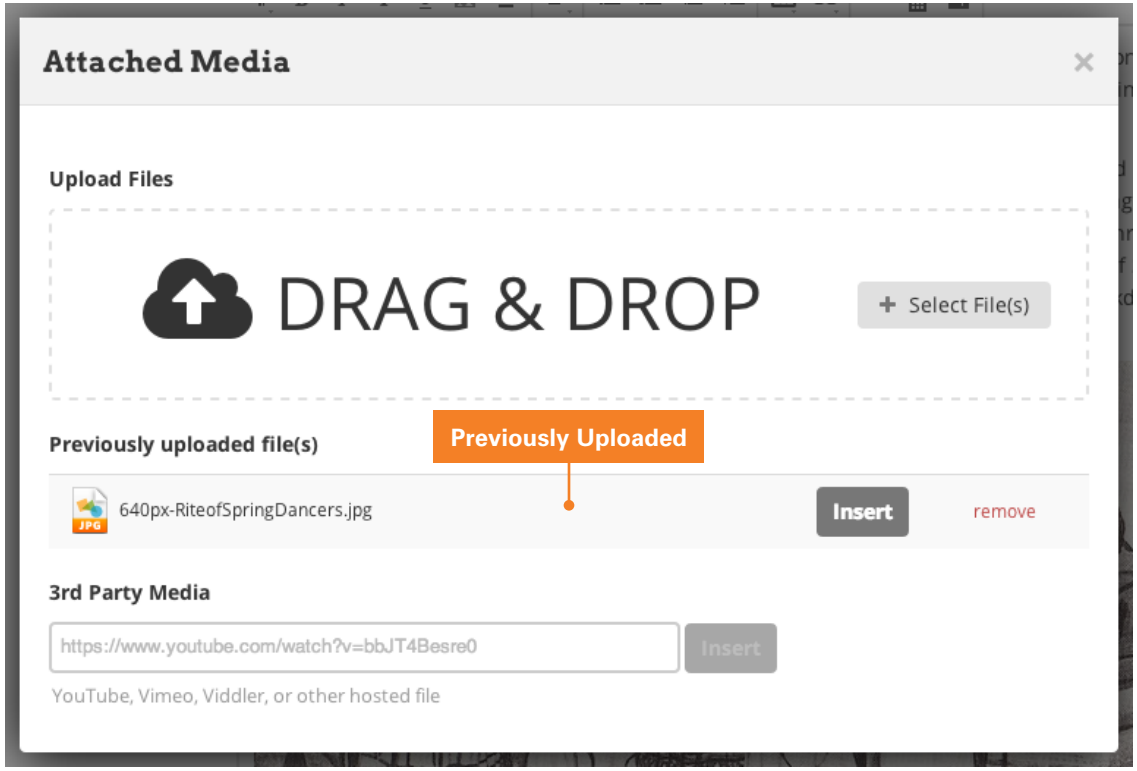
## EMBEDDING UPLOADED IMAGES

To upload an image file, first place your cursor at the location you wish to embed an image. Then, click the **Add Media** button from the Text Editor.

In the pop-up window, drag and drop your desired image file into the **Drag & Drop** area or click the **+ Select File(s)** button to select an image file to upload using your default file manager.

The image file will instantly begin uploading. Once uploaded, the image will display in the Text Editor.

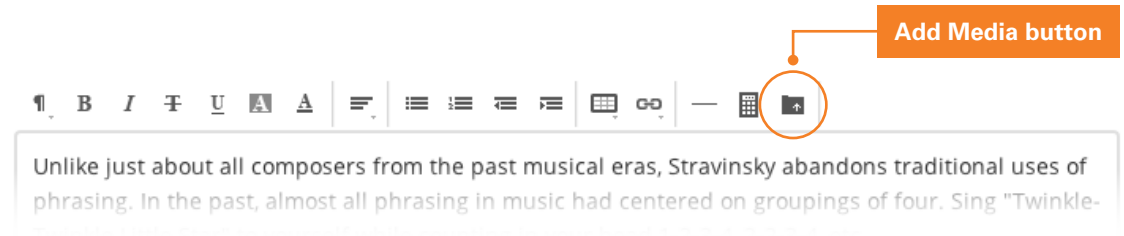
**Note:** You may upload multiple files to the Text Editor at the same time.

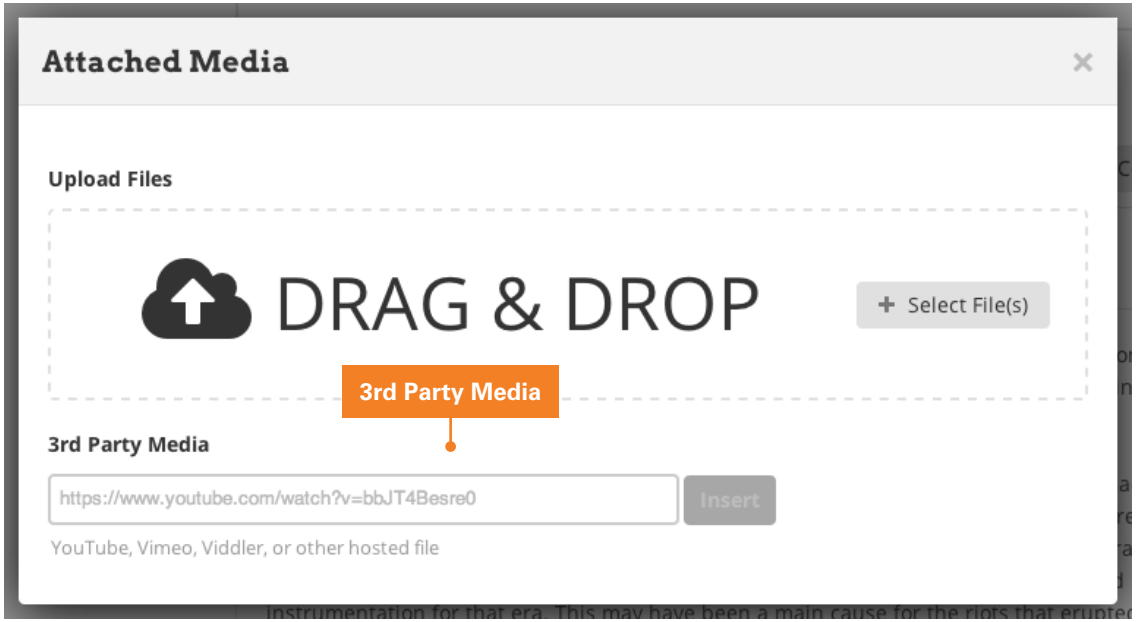



## REUSING UPLOADED IMAGES

Once an image file is uploaded, you have the ability to reuse the image multiple times within the same Text Editor field without having to upload it again.

To embed a previously uploaded image multiple times, place your cursor in the desired location and click the **Add Media** button. You will see a list of previously uploaded file(s) beneath the **Drag & Drop** area of the **Attached Media** pop-up window. Click the **Insert** button alongside the image file you wish to embed again.



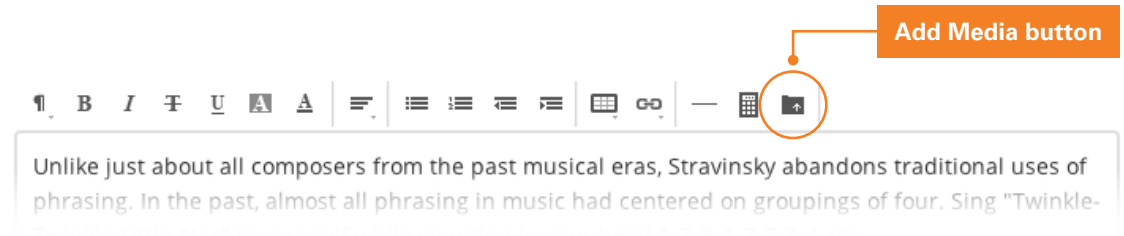




## EMBEDDING IMAGES HOSTED ON EXTERNAL WEBSITES

You also have the ability to embed images that are hosted on external image-hosting sites such as imgur.com, Flickr, and Photobucket.

If you wish to embed an image that is hosted on an external image-hosting site, place your mouse cursor in the desired location and click the **Add Media** button.

Copy and paste the image's URL from the external image-hosting site into the **3rd Party Media** field in the pop-up window that appears. Then click the **Insert** button to embed the image. The image will then appear within the Text Editor.



## VIDEOS

Videos can be embedded wherever the Text Editor is available in FSO 3.0.

There are two ways to embed videos using the Text Editor:

1. Embed uploaded videos
2. Embed videos hosted on external websites

## EMBEDDING UPLOADED VIDEOS

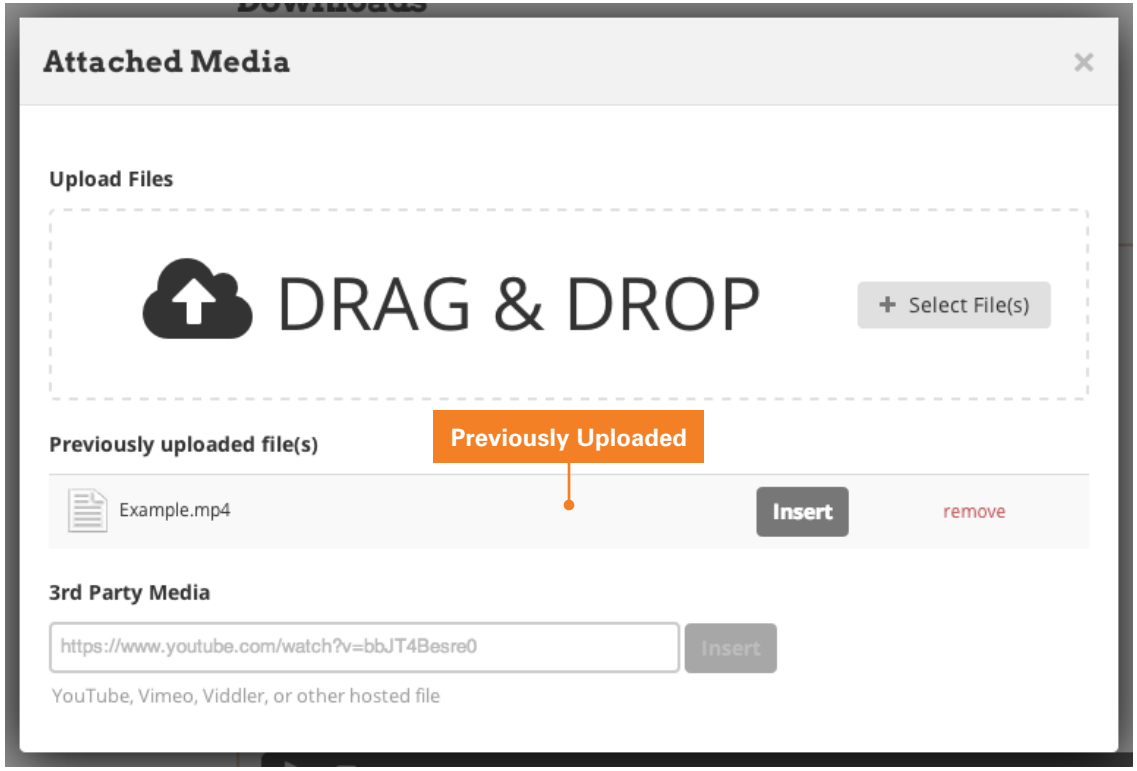
The process of uploading a video file is very similar to uploading an image file within FSO 3.0. Only MP4 videos encoded with the H.264 codec will play in the FSO 3.0 video player. Any other video file type will simply display as a Link (*see* Appendix: Supported File Types).

To upload a video file, place your cursor at the desired location for the video. Then, click the **Add Media** button from the Text Editor.

In the pop-up window, drag and drop your desired video file into the **Drag & Drop** area or click the **+ Select File(s)** button to select a video file to upload using your default file manager.

The video file will instantly begin uploading. Once uploaded, the video will display within the Text Editor.

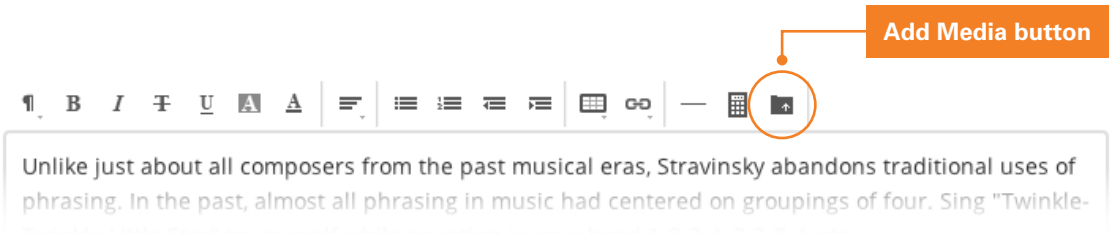
**Note:** You may upload multiple media files to the Text Editor at the same time.

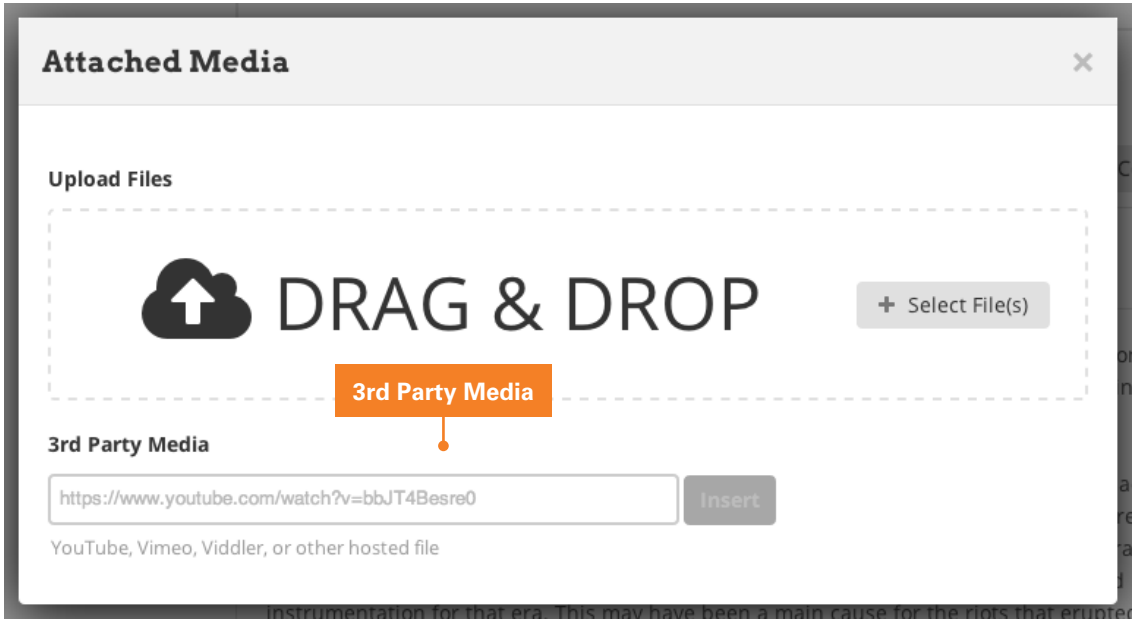



## REUSING UPLOADED VIDEOS

Once a video is uploaded, you have the ability to reuse the video within the same Text Editor field without having to upload it again.

To embed a previously uploaded video multiple times, place your cursor in the desired location and click the **Add Media** button. You will see a list of previously uploaded file(s) beneath the **Drag & Drop** area of the **Attached Media** pop-up window. Click the **Insert** button alongside the video file you wish to embed again.




## EMBEDDING VIDEOS HOSTED ON EXTERNAL WEBSITES

To embed a video hosted on an external website, copy the desired video's URL from an external site such as YouTube, Vimeo, and Viddler.

In the Text Editor, place your mouse cursor in the desired location for the video. Then, click the **Add Media** button in the Text Editor.

Paste the video's URL into the **3rd Party Media** field within the pop-up window and click the **Insert** button. The video will then be embedded.

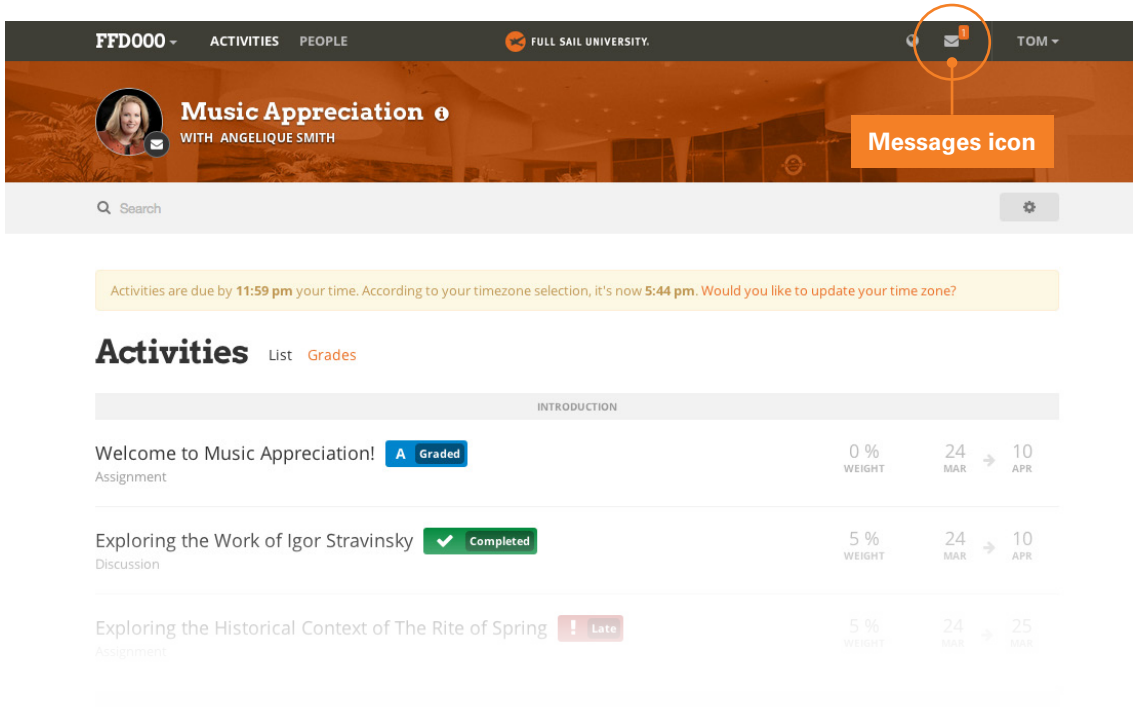
Section 5

# Communications

FSO 3.0 provides multiple ways to engage with your peers and instructor, including messages and comments. These features allow you to communicate quickly and directly.

In addition, FSO 3.0 provides you with a notifications feature that alerts you when important updates or changes have been made to your course.

In this section, you will learn how to use the messages feature within FSO 3.0. You will also learn how to access announcements, effectively use the comment sections in your activities, and understand the notifications feature.

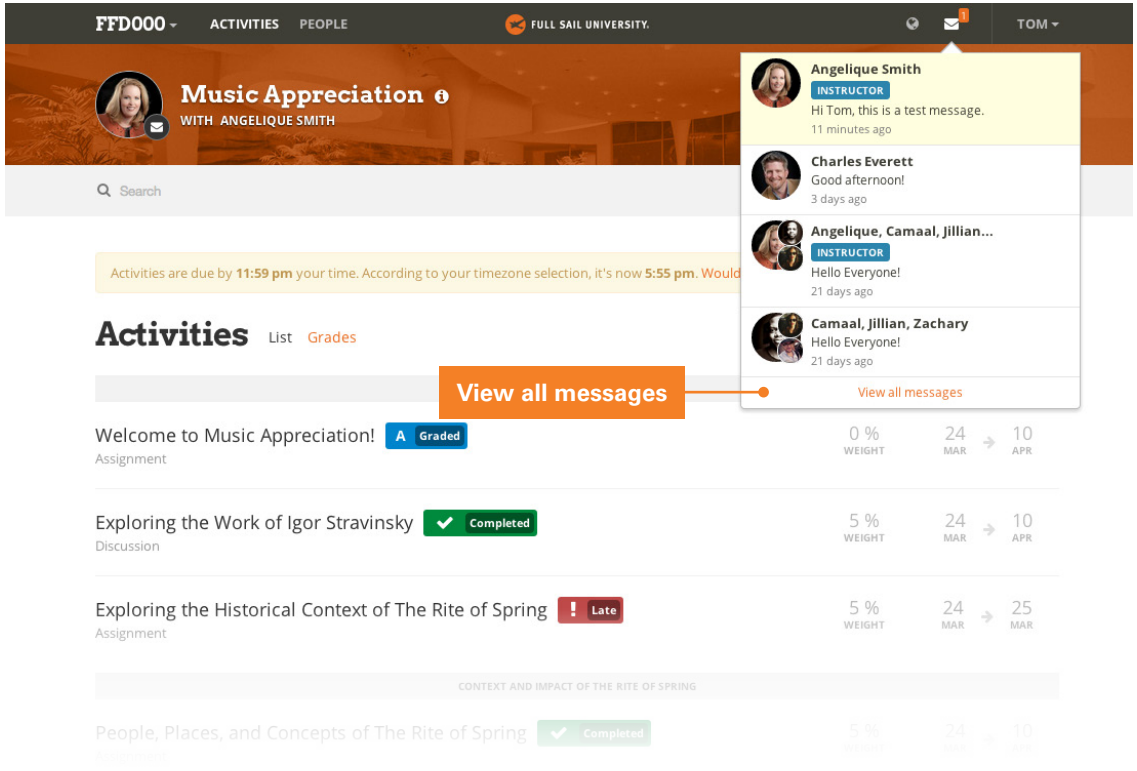



# Messages

Messages are direct communications between individual users within FSO 3.0.

The **Messages** icon is located in the upper right corner of the main navigation bar on any page within FSO 3.0.

New **Messages** are indicated by a counter tile, which will appear in the upper right corner of your **Messages** icon with a number. This number indicates how many unread messages you have received.

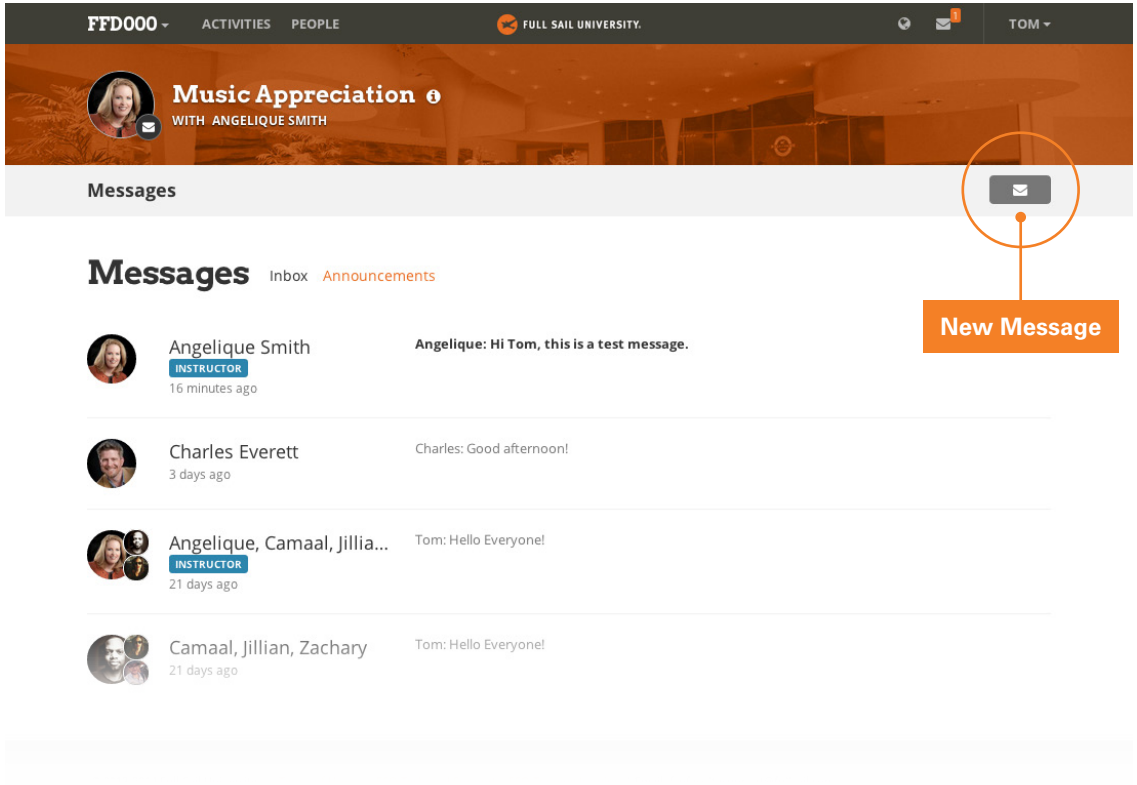



# Viewing Your Messages and Announcements

Click the **Messages** icon in the main navigation bar to activate a **Messages** drop-down menu. This menu will preview the new messages in your inbox.

All unread **Messages** will be highlighted. To open a particular message, click on the message. To view all messages, click **View all messages** at the bottom of the menu frame.

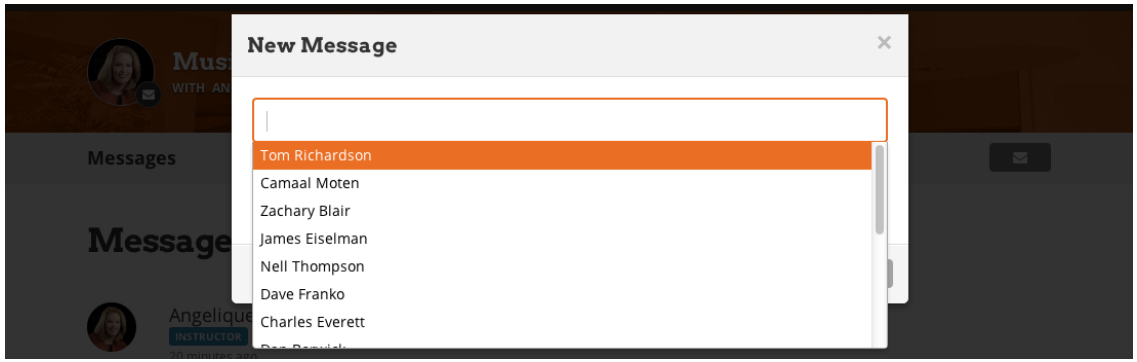
From time to time, your instructor will send out announcements to the entire class. These will also appear in your **Messages** drop-down menu. Access your announcements by clicking directly on the announcement from the drop-down menu or by clicking **View all messages** and then clicking on the **Announcements** tab on your **Messages** page.

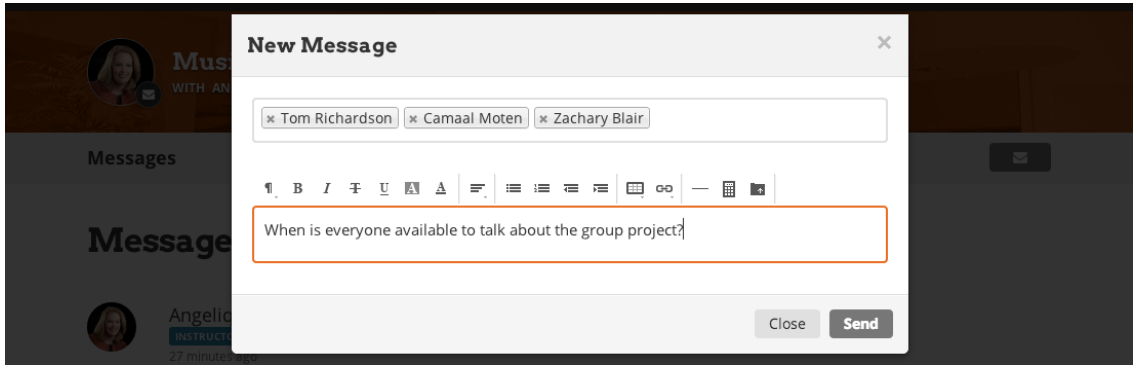



# Composing a Message

To compose a new message, click the **Messages** icon in the main navigation bar and click **View all messages** at the bottom of the menu frame. This will take you to your **Messages** page.

From the **Messages** page, click the **New Message** button. A **New Message** pop-up window will appear.




## SELECTING A RECIPIENT AND SENDING YOUR MESSAGE

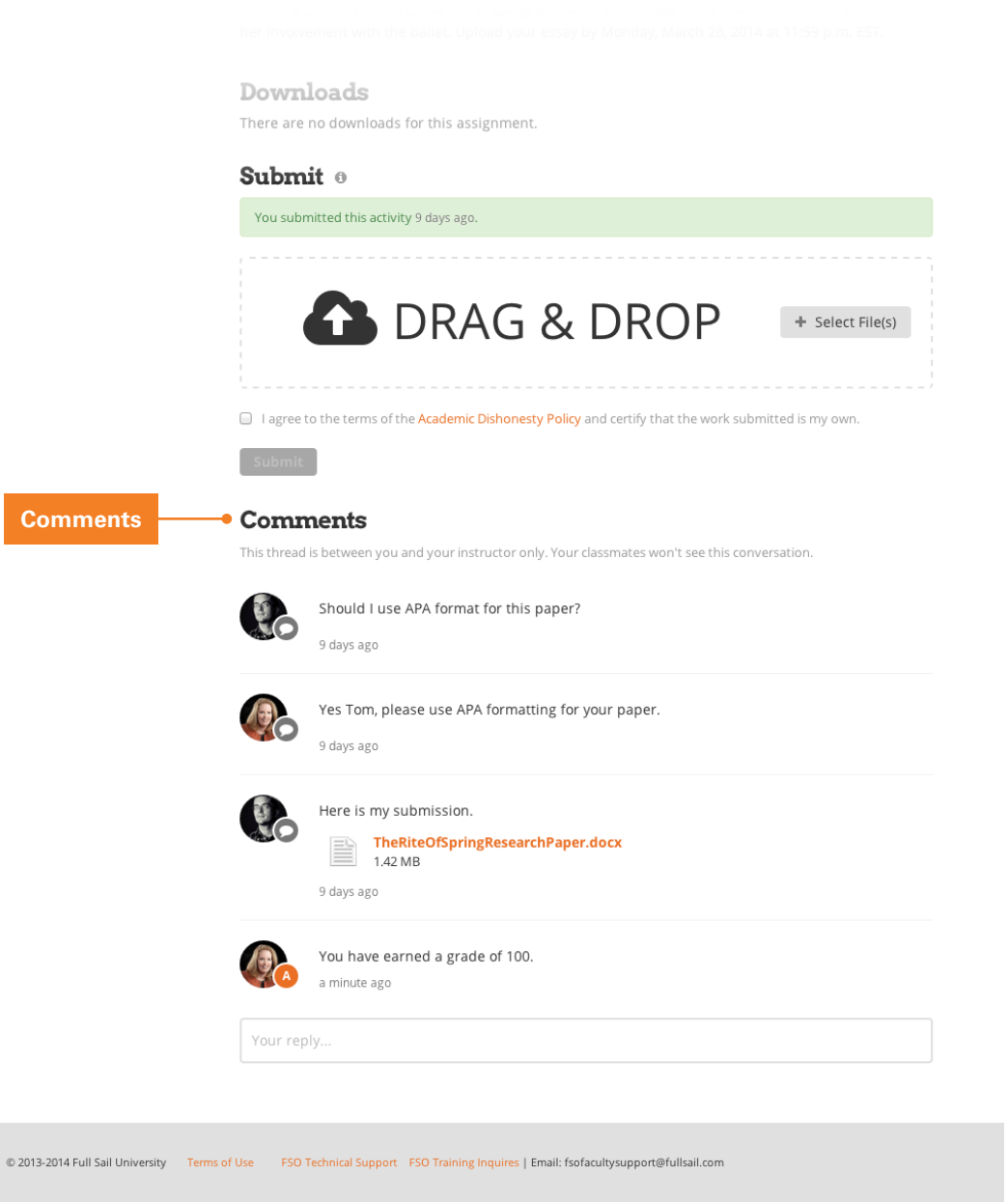
Clicking or typing within the "to…" input field will activate a drop-down listing of your current instructor and peers. You can select an individual recipient or a group of recipients from the list to send a message.

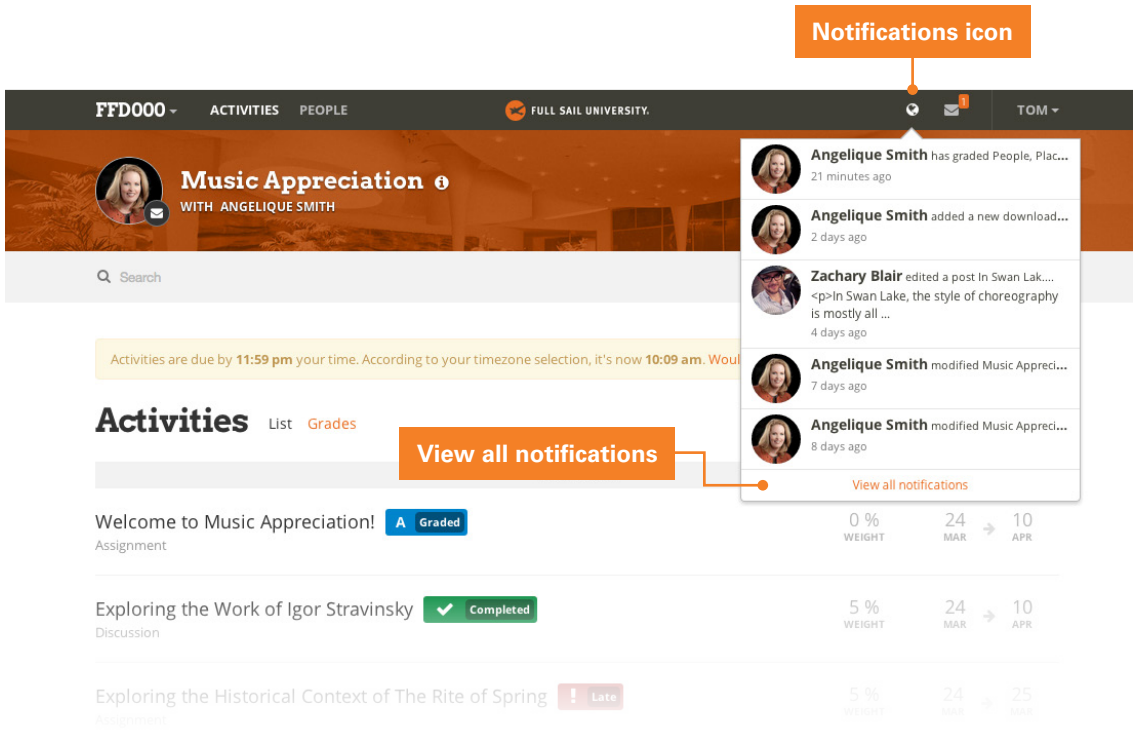
Once you have selected your message recipient(s), compose your message within the "your message…" field.

When you have completed typing the text of your message, click the **Send** button to send your message or the **Close** button to cancel it.

# Activity Comments Section

Each activity has a unique **Comments** section. This area provides you the ability to communicate privately with your instructor. Any communication in the **Comments** section is embedded within the specific activity. Your peers will not see this communication thread.






# Notifications

Notifications can be accessed by clicking the **Notifications** icon located in the main navigation bar on any page within FSO 3.0. This icon is located to the left of the **Messages** icon.

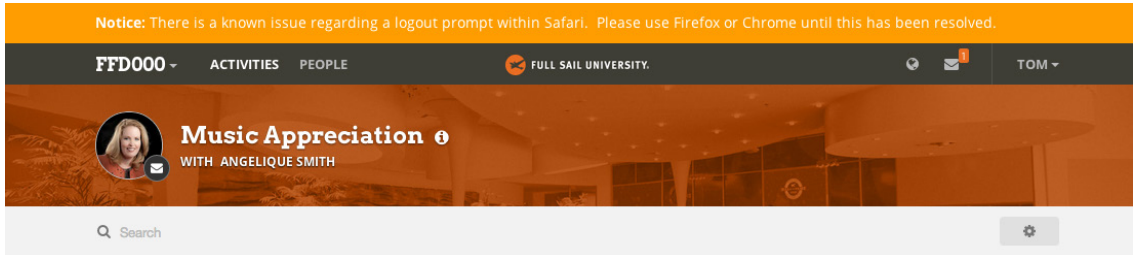
New **Notifications** are indicated by a counter tile, which will appear in the upper right corner of the **Notification** icon with a number. The number indicates how many new notifications you have received.

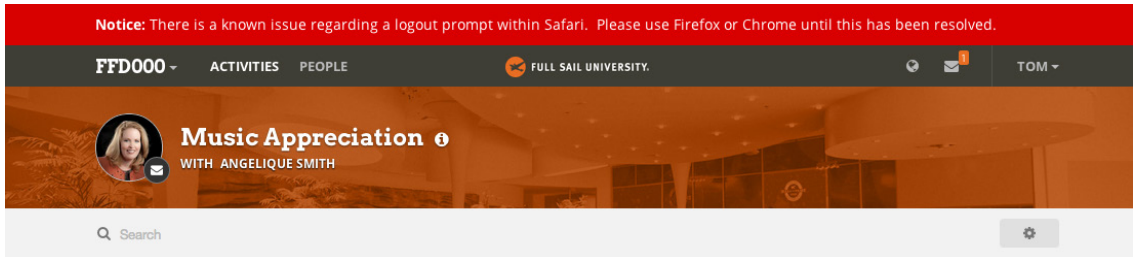
Click the **Notifications** icon to activate a **Recent Notifications** drop-down menu. This menu displays a summary of the five most recent notifications you have received and provides quick access to the location of these events within FSO 3.0.

You will receive notifications for the following events:

- Your work has been graded
- Feedback or a comment or is submitted regarding your work
- An extension has been granted to you for an activity
- A reply is submitted to one of your discussion posts
- A new activity or changes to an existing activity are published by your instructor

To view all notifications, click the **Notifications** icon and select **View all notifications** at the bottom of the menu frame. This will take you to the **Notifications** page, which organizes all notifications by time received.




# Global Alerts

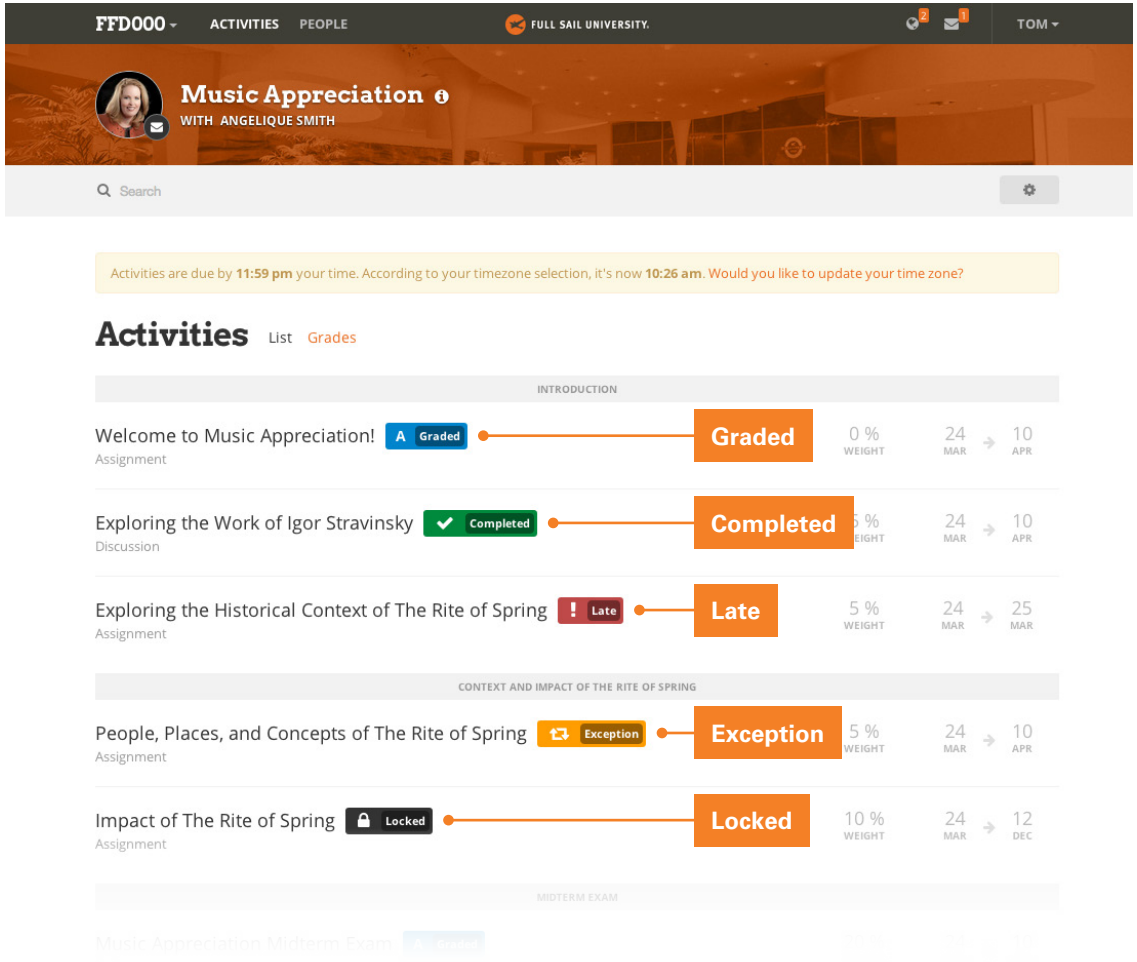
From time to time, you may see a message appear above the main navigation bar in FSO 3.0. These messages are **Global Alerts** that contain important information communicated by Full Sail University.

Normal alerts will be displayed in a yellow bar above the top of the main navigation bar. Important **Global Alerts** will be displayed in a red bar above the top of the main navigation bar.

Section 6

# Checking Grades and Course Progress

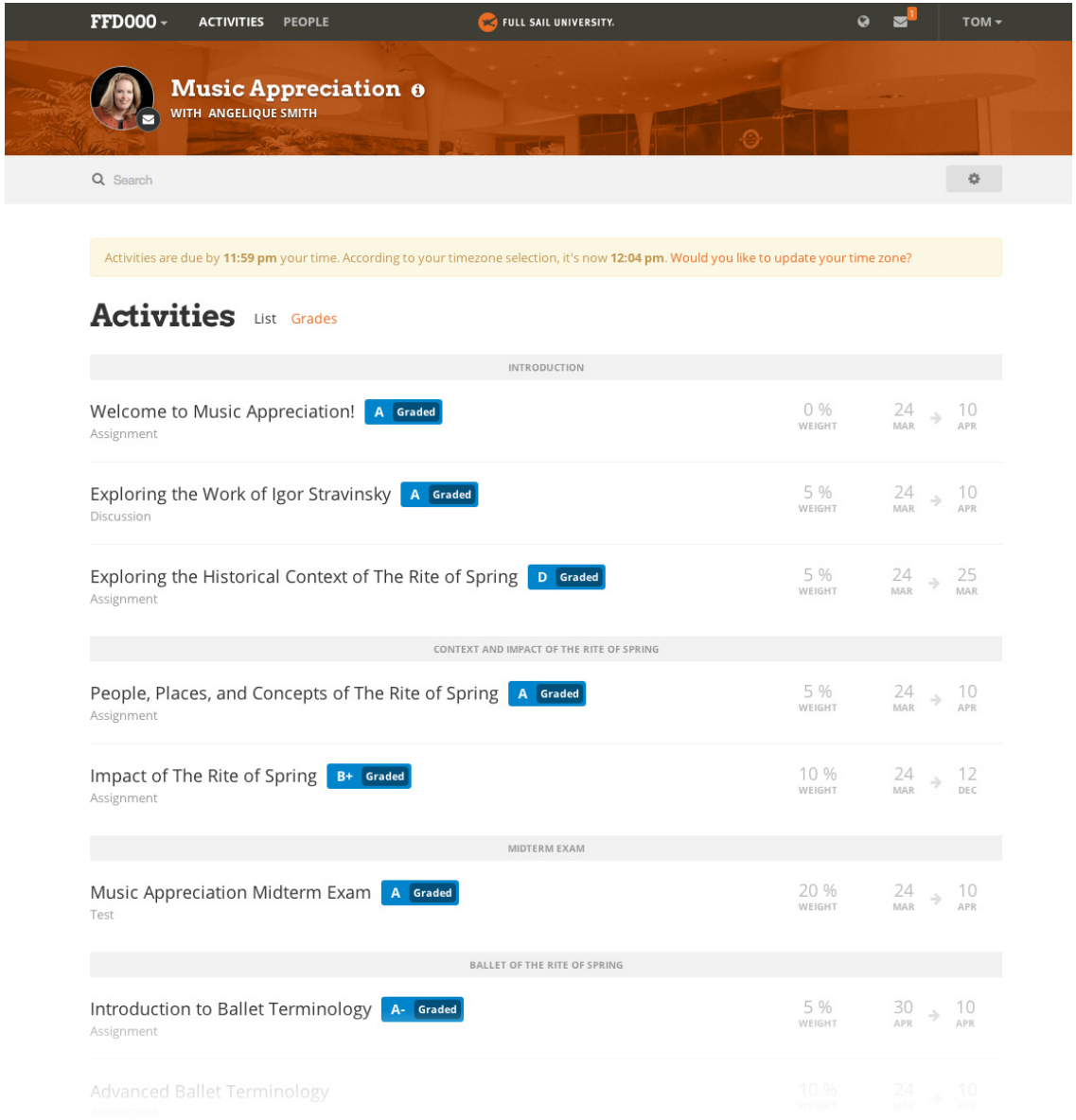
This section covers activity status badges, how to review your grades, and how to forecast your final grade.




# Activity Status Badges

There are five different rectangular **Activity Status** badges within FSO 3.0. The **Activity Status** badges are located to the right of an activity title on your **Activities** page. These badges include the following:

1. A **Completed** badge indicates that you completed an activity.
2. An **Exception** badge indicates that your instructor extended the due date for your activity.
3. A **Late** badge indicates that your activity is late, and the due date has passed.
4. A **Graded** badge indicates that your instructor has graded your activity. This badge will also display your letter grade.
5. A **Locked** badge indicates that an activity is not available.



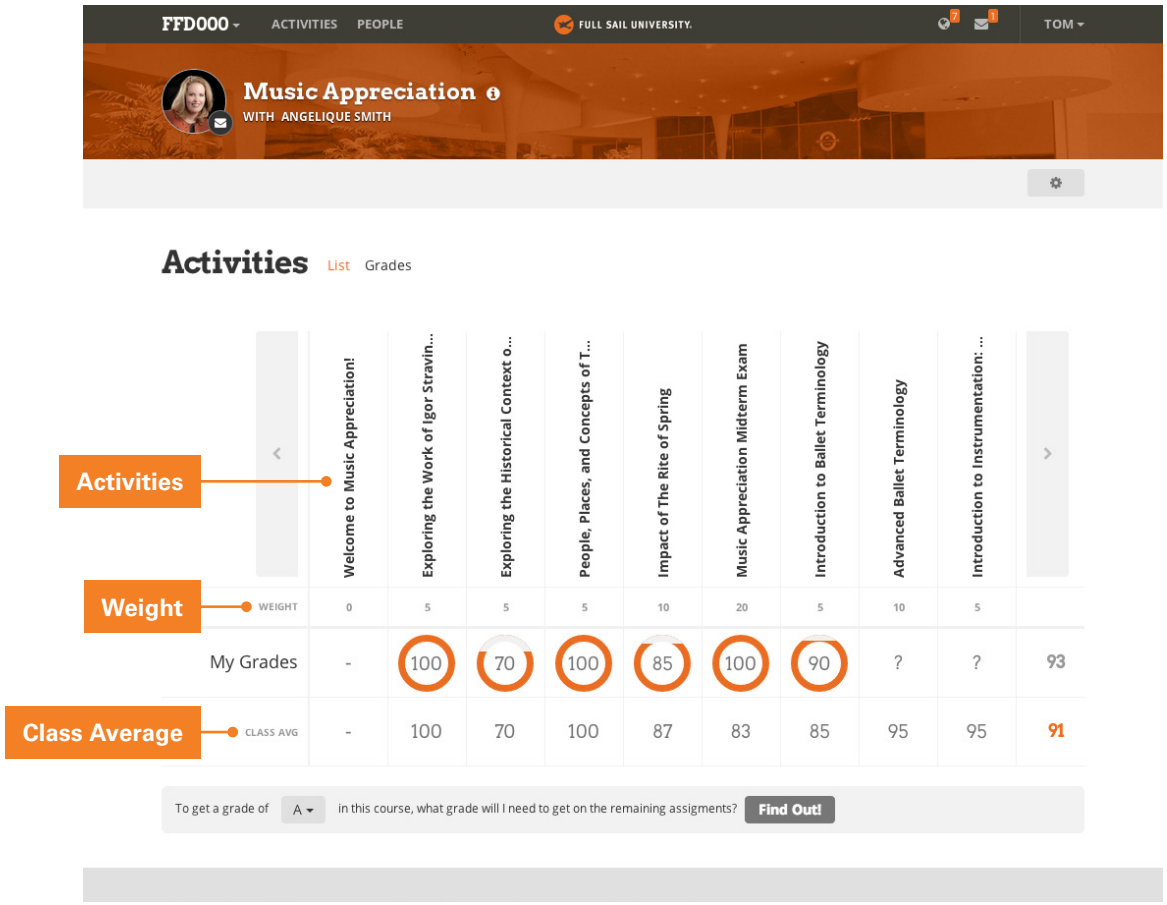

# Reviewing Grades

There are several ways to check the grades you have earned for course activities.

On your **Main Activities** page, a **Graded** badge will appear next to your activity indicating your letter grade if it has been graded.

Click on the graded activity to be taken to the **Activity** page; your letter grade will appear in the upper right corner of the page. Hovering over your letter grade will reveal the actual number of points you have earned for the activity.

On this page, you will also see any files you have submitted, feedback you have received from your instructor, and comments sent between you and your instructor. This page will also display any grade-change history if applicable.




# Grades Page

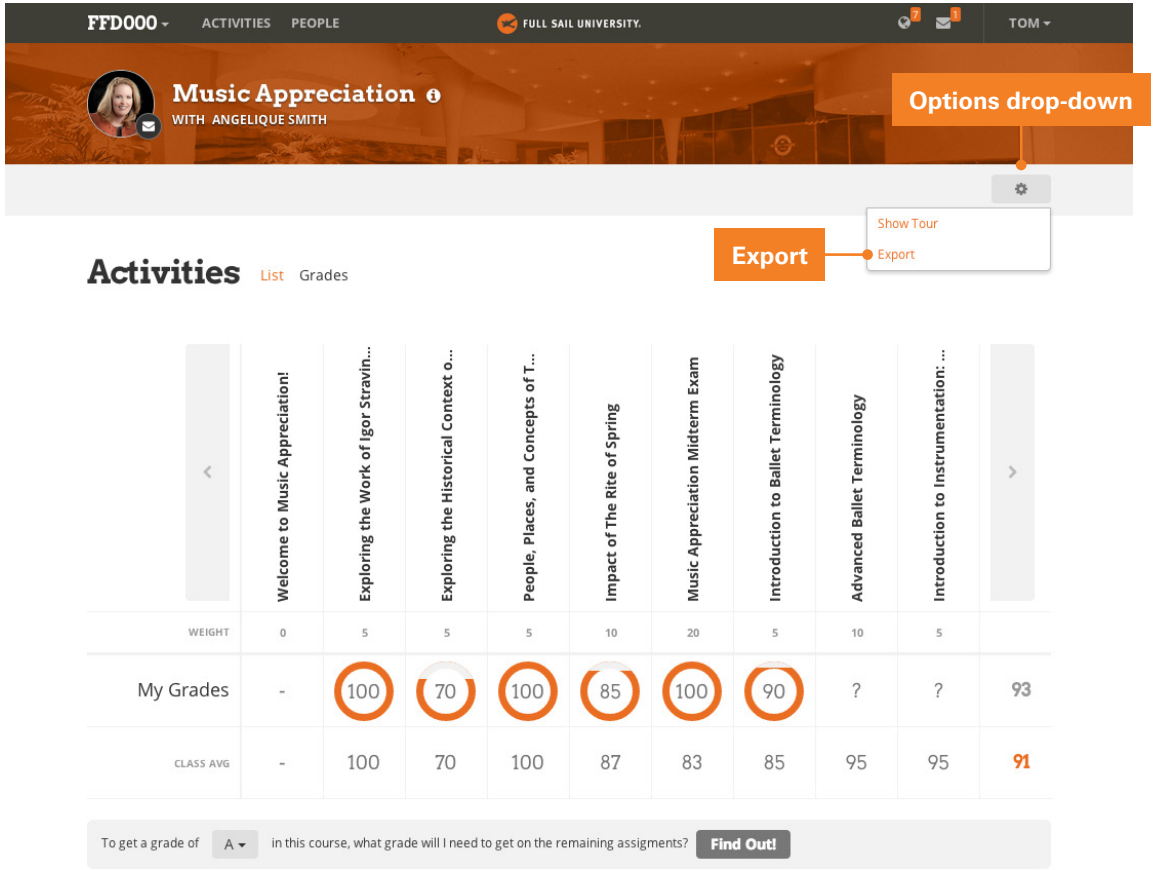
From your **Main Activities** page, you can access your grades page by clicking the **Grades** tab. The **Grades** page offers a snapshot view of all of your grades for course activities.

At the top of the **Grades** page, the table displays the activity titles. Use the left and right arrow buttons to scroll through all of your course activities.

The **Weight** row shows the activity weights as a percentage of your total course grade.

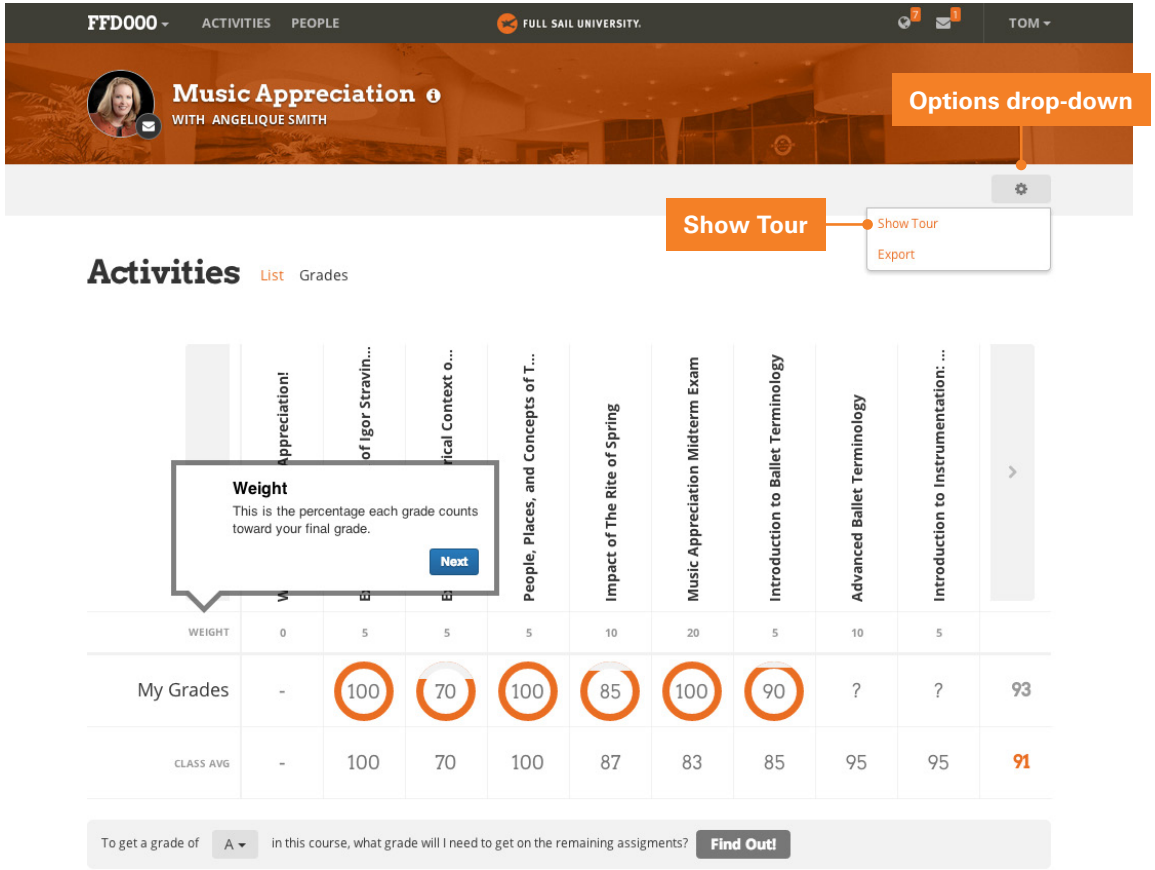
If your instructor has graded an activity, you will be able to see your grade in the **My Grades** row. Your course grade average will be displayed in the column to the far right.

The **Class Average** row displays how your peers are performing as a whole on each activity.



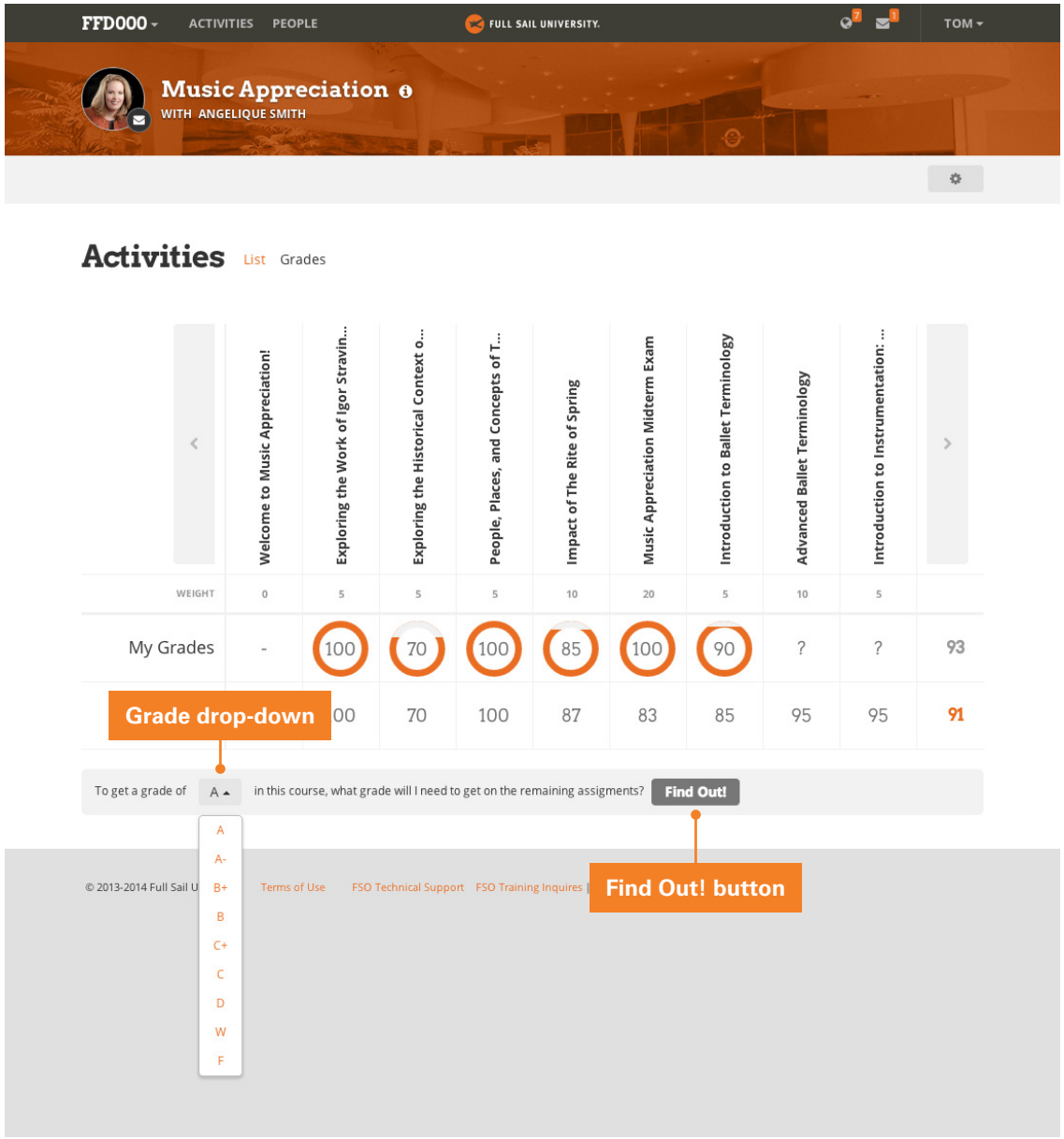

## EXPORTING YOUR GRADES

Clicking on the **Options** drop-down menu provides the option to export your grades into a PDF for your records. Selecting **Export** from the **Options** drop-down menu will download the PDF to your system's default download folder.




# Grades Page Tour

For help understanding the **Grades** page, click the **Options** drop-down menu and select **Show Tour**. An interactive set of pop-up windows will appear to explain each section of the **Grades** page.

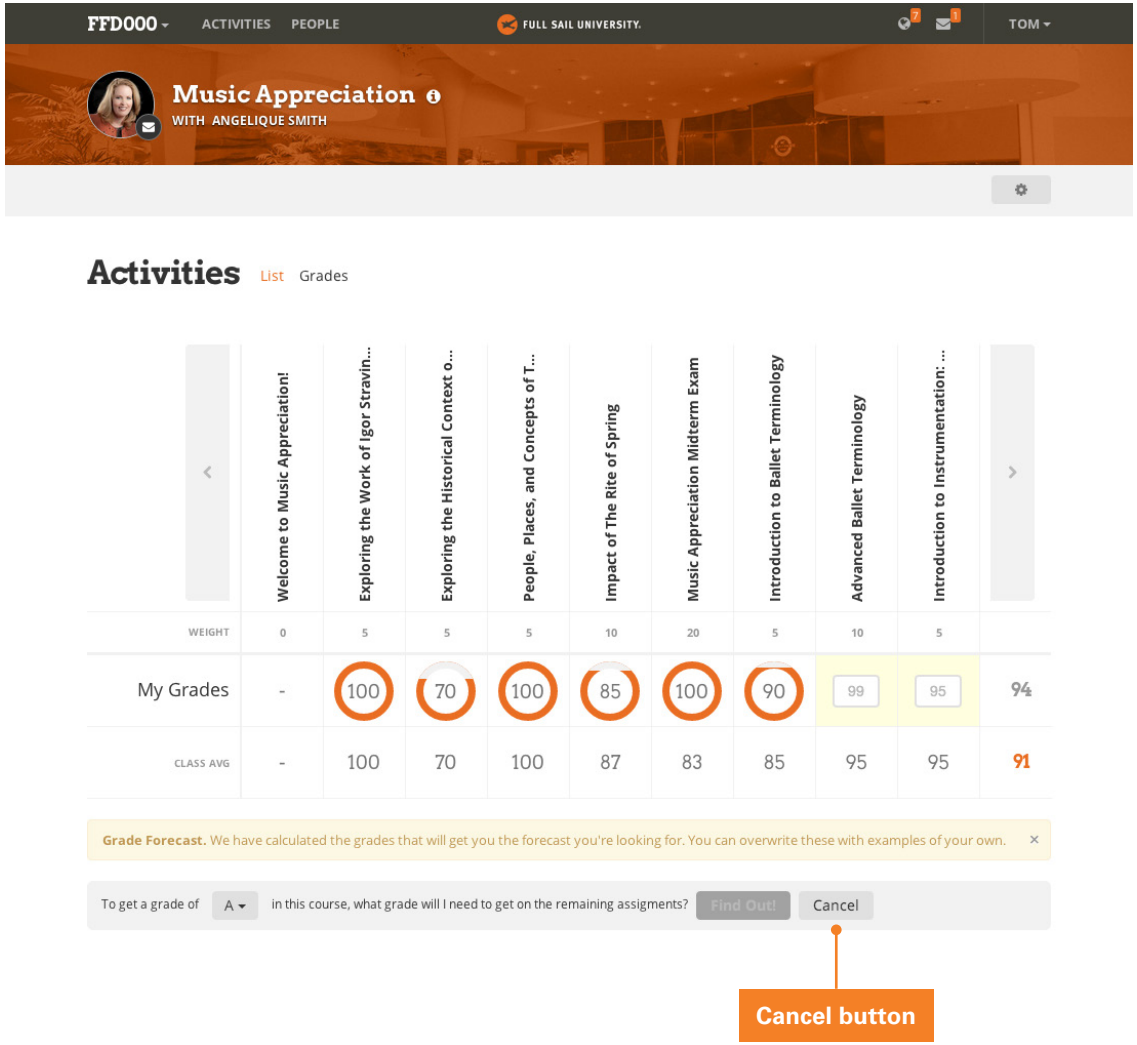



# Grade Forecaster

The **Grade Forecaster** is a tool located at the bottom of your **Grades** page.

This tool helps you determine what your overall grade will be if you earn certain scores on various activities. It will also forecast how you would need to perform on various activities to achieve a desired grade within your course.

To use the **Grade Forecaster**, click the **Grade** drop-down arrow and select the grade you would like to achieve by the end of your course, then click the **Find Out!** button.




## REVIEWING THE GRADE FORECAST

The grades in highlighted table cels indicate the minimum grades you need to achieve on the remaining ungraded activities to reach your desired final grade.

Click the **Cancel** button before you select a new desired grade for calculation or to exit out of the **Grade Forecaster**.

Appendix

# Supported File Types

| Video | Audio | Image | Document | Compression | Other |
|---|---|---|---|---|---|
| 3gp | aac | ai | celtx | rar | ma |
| 3gpp | ac3 | bmp | csv | zip | mb |
| asf | aif | gif | doc | 7z | 3ds |
| avi | aiff | hdp | docx | cbr | db |
| band | asx | jpeg | dot | gz | dbf |
| divx | flac | jpg | fdx | pkg | ics |
| f4v | m3u | png | graffle | tar.gz | max |
| fcp | mp3 | psd | key | sit | mba |
| fcpx | wav | raw | numbers | sitx | mdb |
| flv | wm | tif | odt | zpx | obj |
| m1v | wma | tiff | pages | | pdb |
| m4a | wmx | wdp | pdf | | ps |
| m4v | caf | dng | pot | | rpm |
| mod | mid | dds | potm | | sql |
| mov | mpa | esp | pps | | sx |
| mp2 | ra | pspimage | ppsm | | |
| mp4 | sib | raw | ppsx | | |
| mpe | | svg | ppt | | |
| mpeg | | targa | pptm | | |
| mpg | | tga | pptx | | |
| mpv2 | | thm | pub | | |
| ptf | | wdp | rtf | | |
| ptx | | yuv | txt | | |
| qt | | | vsd | | |
| swf | | | wps | | |
| vob | | | xls | | |
| wm | | | xlsb | | |
| wmv | | | xlsm | | |
| xlt | | | xlsx | | |
| xltm | | | accdb | | |
| xltx | | | indd | | |
| xml | | | | | |
| rcproject | | | | | |

# Supported File Types

The following list of file types can be uploaded to FSO 3.0 using the new uploader without needing to be zipped (compressed). If you are unable to upload your file or the type of file you are attempting to upload does not appear on this list, you will need to zip your file before uploading.

**Note:** If you are uploading a folder that contains multiple files, the folder will need to be zipped before uploading.

Please see this video for a walk through on how to zip (compress) files:
http://www.youtube.com/watch?v=5Qcdpmc6bTg&list=PL186417DD376927E1&index=5&feature=plpp_video